

KEHA Manual

Organizational Materials Guide

Contents: This section contains materials on organizing and maintaining the Kentucky Extension Homemakers Organization. Information is included on how to organize an Extension Homemakers Club or County activity/event and how to write reports as well as the responsibilities of Officers and Chairmen and suggestions for training. Special information about celebrating KEHA Week the second full week of October is included as well.

*This section of the KEHA Manual is available only at www.keha.org.
Updates will be posted to the website annually.*

*This section IS NOT duplicated and distributed to counties
with the Handbook and Appendix.*

KEHA MANUAL

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GUIDELINES FOR FORMING AN EXTENSION HOMEMAKERS CLUB

Step I: Preparation

- A. Determine the need for a new traditional or special interest club with persons who might wish to participate.
 1. A traditional club typically is formed in a geographic area (i.e. neighborhood, community, etc.) or among a group of friends with a common connection or interest. The club usually meets on a monthly basis and presents a standardized lesson. The club will have elected officers and be included as a part of the county Extension Homemakers council.
 2. A special interest club is formed on the basis of a common interest or shared skill. Examples include quilting, cooking, sewing, etc. Special interest club operation is determined by the county Extension Homemakers council. These clubs will typically have an officer structure and be included in the county council. Regular club meetings will feature an educational component related to the special interest and may also include the standardized monthly lesson.
- B. Be sure the opportunity to join is open to everyone. 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.
- C. Establish the availability of either public or private location(s) to hold meetings (Extension office, homes, libraries, community centers, etc.).
- D. Consider best time of the year for organizing.
- E. Collect organizational materials for the new club to review. Have examples of bylaws, yearbooks or other written information from existing clubs in addition to information from the KEHA Manual.
- F. Arrange for an experienced resource person(s) such as an elected county officer, a County Extension Agent for Family & Consumer Sciences or an active member to give an oral presentation on Extension Homemakers and what they do.

All Extension Homemakers clubs must sign a statement of compliance form to guarantee no discrimination takes place. These can be found in the *KEHA Manual - Appendix*.

Step II: Invitation

- A. Arrange for a meeting place. Set a date and a time mutually agreeable to most of the interested persons.
- B. Invite interested persons to attend with ample prior notice.
 - 1. Written invitation is good for correct time, place and date. 'Written' can include mailed invitations, email invitations and/or invitations issued via social media.
 - 2. Oral invitation is good for personal contact.
 - 3. Written invitation followed by a personal call may work best.
 - 4. Media notice (i.e. radio, newspaper, TV) can help reach others who may be interested.
 - 5. Social media (Facebook, Twitter, Instagram, etc.) may also provide a good opportunity to reach those with potential interest.

Step III: Arrangements and Agenda

- A. Conduct first meeting, making it cheerful and informal.
 - 1. Arrive early to check room set up.
 - 2. Work with hostess if it is a home meeting site.
- B. Greet guests and make them feel welcome.
- C. Invite each person attending to make a brief introduction and share information about themselves.
- D. Plan a get-acquainted exercise to help establish a sense of group.
- E. During the meeting, try to involve all the attendees, calling them by name.
- F. At the end of the meeting, set a date and time for a second meeting. Have a couple dates in mind that you can offer.
- G. Publicize the formation of the new club through the county newsletter and any appropriate local media or social media. Include a brief write up of the meeting with a list of attendee names.

NOTE: A variety of forms and information tools designed to help Extension Homemakers clubs on all levels are located in the *KEHA Manual Handbook, Appendix and Organizational Guide*.

GUIDELINES FOR EXTENSION HOMEMAKERS CLUBS

An Extension Homemakers club is an informal learning setting for you and your club members. Programs offered by the Family & Consumer Sciences (FCS) agent in the Cooperative Extension Service are researched-based, drawing upon information from the University of Kentucky.

These general guidelines should be considered by each club as part of a complete Extension Homemakers program. Clubs must work within the framework of the county, area and state program, tailoring it to your club members' needs. You should emphasize and enlarge upon your club's main interests and minimize and retain those of lesser interest.

1. Elect officers – president, vice-president (or president-elect), secretary and treasurer. The secretary and treasurer's offices may be combined.
2. Pay dues. Each member must pay dues to the county Extension Homemakers Association. County dues must include area and state dues. The county treasurer remits the area and state portions annually.
3. Club should have bylaws, statement of compliance and club goals.
 - a. To be reviewed annually by members.
 - b. Copy on file at extension office.
 - c. Each member should be provided with a copy of the bylaws and any other materials deemed appropriate.
4. Club should have at least 6-8 active members.
 - a. Can be less – but more members will spread the responsibilities.
 - b. There is no maximum number of members.
 - c. No waiting lists.
 - d. No restrictions 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.
5. Club must work within the framework of KEHA as a volunteer organization that works to improve the quality of life for families and communities through education, leadership development and charitable activities in cooperation with the University of Kentucky Cooperative Extension Service.
6. Clubs should have orderly meetings using parliamentary procedures.
7. Clubs should have educational lessons.
 - a. Lesson provided by Extension service.
 - b. If the lesson is provided by an outside resource, make sure the information is factual and researched. The FCS agent can advise you.
8. Clubs should participate in county, area and state activities. Be sure information on upcoming events is presented in a timely manner.
9. Clubs should recognize members' support and participation in whatever form your club chooses such as verbal, thank you notes, certificates and awards.
10. Clubs should encourage members to submit for county, area and state offices when qualified.

11. The club president or a representative should attend each County Council meeting to stay abreast of information, share communications, and represent the club in any votes on items of business.
12. Each club should send suggestions annually for the following year's program lessons.
13. County subject matter chairmen may act as hostesses for leader training lessons.
14. Established clubs should consider sponsoring new clubs.
 - a. When recruiting members, find their interest and develop a club to meet those interests and needs.
 - b. Help new club establish bylaws.
 - c. Help establish meeting procedures.
 - d. Help officers in their duties.
 - e. Present a few educational and fun lessons.
 - f. Set-up visits with established clubs.
15. Clubs should complete and submit reports annually as outlined in the KEHA Manual.
16. Clubs should follow the financial guidelines for University of Kentucky Cooperative Extension Service Volunteer Groups. [Access the guidelines from the KEHA website (www.keha.org) or request information from your county FCS agent or Extension office.]

AWARENESS

Every member should be aware of the following:

1. The county FCS agent sends a newsletter to each member. The newsletter contains dates of training sessions, articles of interest, and county, area and state activities.
2. Members may request information on a specific interest from the Extension office usually at no charge.
3. Meetings and training sessions are coordinated by the Extension service for each major and supplementary lesson.
4. County chairmen and officers are available to help clubs and their members.
5. Any club and its members may help any other club and its members.
6. Listings of other club's meeting days and the president of each club are provided to each club president for communication and networking purposes.
7. The KEHA website (www.keha.org), official KEHA Facebook page (www.facebook.com/OfficialKEHA) and annual newsletter provide updated information for all members.

DUTIES OF ELECTED OFFICERS

President

- responsible for program and activities
- presides at meetings and keeps order
 - is accessible and enthusiastic
 - is knowledgeable about bylaws and parliamentary procedure
- calls executive board meetings
- appoints committee chairmen
 - sees that committee chairmen collect any lesson material and other information
 - mentors chairmen and consults as needed.
- club's official delegate and spokesman at regular and special county, area, state and national meetings
- makes sure all reports are sent to the extension agent or county officers as required and by established deadlines

1st Vice-President or 2nd Vice-President

- serves in president's capacity if president is unable and aids the president in every way
- serves on club's executive committee
- chairman of club's membership committee
 - responsible for club's annual membership drive
 - responsible for membership recognition
 - responsible for sending membership forms to the extension office and keeps the office up to date on membership numbers and changes
- keeps members aware of activities and club functions

Secretary

- serves on club executive committee
- records minutes of monthly meetings
- responsible for roll call
- handles club correspondence
- archives official records and maintains club history

Treasurer

- serves on club executive committee
- records financial transactions following Financial Guidelines for Cooperative Extension Service Volunteer Groups
- pays approved bills
- collects members dues and forwards to the county treasurer by the date due
- submits books for audit or review
- gives a treasurer's report at club meetings
- helps prepare yearly budget
- files reports/forms with the Internal Revenue Service (if applicable)
- provides requested reports to the county Extension office, including annual budget, annual financial report, audit committee report, and annual inventory report

RULES OF ORDER FOR A BUSINESS MEETING

Why are meeting rules often called, “Parliamentary Law”? In the thirteenth century, the word *parliament* was used to describe any important meeting held for the purpose of discussion. Soon after, the English national assembly became known as Parliament and in 1340 contained the House of Lords and the House of Commons. The rules established for these bodies, “Parliamentary Law,” have over time evolved into our meeting rules of today. The bylaws of an organization should adopt a parliamentary authority for general guidelines. This is often the current edition of “*Robert’s Rules of Order, Newly Revised*.”

A. Purpose of Rules

Following basic rules for meetings will:

1. Protect the rights:
 - a. of the majority,
 - b. of the minority, especially a strong minority – greater than 1/3,
 - c. of individual members,
 - d. of absentees, and
 - e. of all these together.
2. Provide methods to move the group’s business along smoothly and in a courteous manner.

B. Procedures for Conducting a Meeting

1. Agenda

Prior to a meeting, the presiding officer should prepare an agenda listing the items of business to come before the group. She should confer with the Secretary to see what unfinished items of business should be carried forward to the meeting. It is wise to get input from other officers, as well.

2. Unless the meeting is very informal, it is best for the presiding officer to sit in front of the group where she can be seen with the parliamentarian and the secretary sitting on either side, so she can quickly and quietly confer with them if necessary.

C. Duties of the Presiding Officer, or Chairman

1. The Chairman opens the meeting at the appointed time. Stand and say, “The meeting will come to order.”
 - a. The use of a gavel has greatly diminished in modern times. However, if desired, the Chairman may rap once to call the meeting to order, to bring the meeting back to order if necessary, and to close the meeting.
 - b. The Chairman must be knowledgeable of the different motions, how they are processed and be prepared to handle troublesome areas with confidence.
 - c. The Chairman must be familiar with parliamentary procedures and how to apply them, following the bylaws and any special rules of the assembly.
2. The Chairman conducts the meeting in a firm, polite and patient way.
 - a. Should stand when speaking, unless it is a small meeting and everyone can see and hear her easily. May sit during debate, but must give full attention, correcting errors in the discussion and procedure if necessary.

- b. Does not enter into any question for debate and must maintain the appearance of impartiality at all times. There may be rare times when the Chairman wants to speak on a subject. To do so, the Chairman must vacate the chair to another officer. She may not resume the chair until the pending question has been voted on and decided.
- c. Protects the assembly from disruptions, annoyances, or undesirable interruptions. This includes asking that cell phones be turned off or placed on “silent” settings.

D. Procedures for Conducting Business

Motions are the method for business to be brought before the assembly.

1. Requesting recognition and stating the motion

Speaker: “Madam Chairman, my name is _____, a member of _____.”

Chairman: “The chair recognizes _____ (Speaker’s name).”

Speaker: “I move that, (state motion exactly as desired).”

Member: “Second” (A member may say “Second” without first receiving recognition from the Chairman. All motions coming from the assembly must be seconded before being considered).

Chairman: “The motion before the group is, (repeats motion exactly).”

2. Discussion follows led by Chairman. If possible, the Chair tries to recognize one person speaking for the motion then one speaking against the motion.

3. Closing discussion and voting

Chairman: “Is there any further discussion?” (pause) “If not, the motion before the group is (restate the motion exactly as proposed). Those in favor vote by _____. (Pause) Those opposed, vote by _____. Then the Chairman must state the result, either “Motion carried” or “Motion defeated”.

(The Chairman must state how the vote on a motion is to be given. Members can raise hands for a “yes” or “no” vote or say “Aye” or “No”. The Chair must advise members of the method to use. Otherwise, confusion may result. There are other methods such as members standing or ballot voting. The parliamentary authority should be consulted regarding these methods as they are not used as often.)

Notes:

1. The best method of entering motions is to have the maker write it on a motion form and hand it to the Chairman.
2. In a small meeting where members are known, the recognition process and the discussion may be much less formal as long as all the proper steps are followed.

“The president should never be technical or more strict than is necessary for the good of the meeting. Good judgment is essential; the assembly may be of such a nature, through its unfamiliarity with parliamentary usage and its peaceable disposition, that strict enforcement of the rules, instead of assisting, would greatly hinder business.”

Robert’s Rules of Order, Newly Revised

A SUGGESTED BUSINESS MEETING AGENDA

Before the presiding officer calls a meeting to order she must determine that a quorum is present, although she need not announce it. The bylaws should state what that is, such as “a majority” of the membership. The organization’s business cannot be conducted if there is not a quorum.

The chairman or president then stands and calls the meeting to order. It is not proper to list a “CALL TO ORDER” as the first item in an order of business or agenda. (See most current edition of Robert’s Rules of Order, Newly Revised)

INSPIRATION (Inspiration or prayer always goes before patriotic songs, poems or the pledge to the flag.)

PLEDGE TO THE FLAG (optional)

(any other opening ceremonies)

The actual business meeting starts here.

1. Reading and approval of Minutes (See Robert’s Rules for further information)
2. Reports of other Officers, Boards and Standing Committees
 Treasurer’s report (This may consist simply of a verbal statement of the balance on hand. Such a report requires no action by the assembly.)
3. Reports of Special Committees
4. Special Orders (Matters previously assigned a special priority, such as being taken up at a certain time.)
5. Unfinished Business (Matters previously introduced which have come over from a previous meeting.)
6. New Business (Any new business to come before the group.)
7. Good of the Order, General Good & Welfare or Open Forum (optional)
 (After the completion of new business the chairman may proceed to one of these headings. General announcements and comments other than regular business items may go here.)
8. Program (A special program is usually presented before the meeting is adjourned. However, it can be received before the minutes are read. If the chair wishes a talk to be located at an unscheduled point within the business portion of the meeting, he can usually obtain unanimous consent by simply announcing, “If there is no objection, we will hear our speaker’s address at this time.”)

When the Chairman is sure all the business of the meeting is through, he may say, “If there is no further business, the meeting is adjourned.” This is called, “Unanimous Consent” and does not require a vote.

SAMPLE BYLAW ARTICLES

The number of bylaw articles will be determined by the size and activities of the organization adopting them. They should correspond to the umbrella or state organization if there is one. The articles listed below should prove helpful in framing a set of bylaws. Articles are commonly designated in capital letters with Roman numerals, sections with Arabic numerals and sub-paragraphs with small letters.

Robert's Rules of Order, Newly Revised contains more detailed information. If your group has bylaws now, you can use the following as a check list to help you determine if they contain all they should to outline the officer's duties, protect the members and smoothly move business forward. You may have more articles than this if needed.

ARTICLE I – Name

This should be the full, official name of your group.

ARTICLE II – Object

A statement of the reason your group was formed and broad enough to cover anything you may want to do as a group. Within KEHA, this article typically states the group is organized exclusively for educational and charitable purposes.

ARTICLE III – Membership

Eligibility requirements, dues, etc. should be listed.

ARTICLE IV – Limitations

Extension Homemakers clubs and county organizations are traditionally organized to operate as non-profit groups. As such, U.S. Internal Revenue Code requires that certain limitations be included in a group's organizing documents. The language required is as follows:

No part of the net earnings of the club shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the club shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

No substantial part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V – Officers

List qualifications, duties, and term of office for each officer. Include all information about the process of nomination and election, rules for succession and filling vacancies.

ARTICLE VI – Meetings

This should include dates of regular meetings, special meetings and other meetings. Include who calls the meeting, how and the time the meeting notices should be sent out. A quorum must be stated. This is the number or percent of members who must be present before business can be transacted.

ARTICLE VII – Executive Board

If you have an executive board, list all details regarding the board's authority and responsibility, how members are elected or appointed, any special rules and details of the board's powers.

ARTICLE VIII – Committees

List regular standing committees. Also include the authorization for forming additional standing committees in the future if needed.

ARTICLE IX – Parliamentary Authority

All ordinary societies should list a parliamentary authority. The Robert's Rules of Order title printed on the previous page is by far the most widely used.

ARTICLE X – Amendment

The precise requirements for amending bylaws including the size of the majority needed to amend the bylaws and the notice required to be given to the members before the meeting at which the voting takes place.

ARTICLE XI – Dissolution

As was the case with the limitations article, the U.S. Internal Revenue Code requires that non-profit organizations include specific language as to how the group’s assets will be disbursed upon dissolution in their organizing documents. Sample language is as follows:

In case of the dissolution of this club, after providing for the debts and obligations of the organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Your group may also have any “Standing Rules” or “Special Rules” that you need. Standing rules and Special Rules are defined in Robert’s Rules of Order. Standing Rules are printed and placed behind the Bylaws.

ORGANIZE A SPECIAL EVENT OR MEETING

National, state, area and local events are conducted by members. The following steps are designed to help in planning and implementing a successful event such as a special interest workshop, a day camp for children or a holiday bazaar.

A planning committee for overall coordination is usually appointed by the sponsoring organization and given charge for event.

Steps for Planning Committee

I. Establish Overall Framework

- A. Set purpose, goals and/or objective of the event
- B. Select theme
- C. Determine audience – i.e. who will be included as participants (officers, members, educational committees, public)
- D. Determine the length of the event – i.e., one day, two days, four hours

II. Prepare Tentative Program

- A. Keynote speaker
- B. Classes to be offered and possible instructors, and/or
- C. Entertainment

III. Budget for financing event through registration fees, donations, etc.

IV. Establish needed committees and define duties. Major committees and duties may include:

- A. Program:
 1. Prepare program content and format
 2. Contact and confirm speakers
 3. Select presiders/facilitators
 4. Prepare and arrange for printing of the program
 5. Arrange for printing of teaching materials
 6. Arrange for entertainment
 7. Prepare evaluation form
 8. Arrange for gifts for speakers
- B. Facilities:
 1. Select site and make final commitment
 2. Arrange for meeting rooms and room seating
 3. Arrange for necessary equipment
 4. Arrange for menus
 5. Arrange for lodging, if necessary
 6. Arrange for transportation, if necessary
 7. Prepare signs (if needed)
 8. Arrange childcare (if provided)

- C. Registration:
 - 1. Prepare registration form
 - 2. Prepare and distribute registration packet
 - 3. Prepare name tags
 - 4. Register participants at event
- D. Publicity:
 - 1. Prepare news release
 - 2. Arrange for TV/newspaper publicity and event coverage
 - 3. Develop and implement a social media plan (if applicable)

V. One week prior to event:

- A. Prepare and implement checklist
- B. Verify facilities, speakers, etc.

VI. Following event:

- A. Write thank you letters to resource persons and other helpers
- B. Write final budget report
- C. Write final report including evaluation

Reminders:

- Keep officers and committee chairmen informed of progress.
- Confirm all speakers, facilities, etc. in writing.
- Keep records and copies of all pertinent information, letters, bills, etc.

DEVELOPING A COUNTY PROGRAM OF WORK

Step I: Organization Direction

Once needs and interests are clarified and determined, decide what you want to do within the Extension Homemakers organization to respond to the needs and interests of people in the state, county and community. Examples:

- A. Statewide projects
- B. County and State Meetings
- C. Club study lessons for groups or individuals
- D. Other lessons and activities

Step II: Program of Work

Build a strategy for developing and carrying out the various components identified in Step I, i.e. who does what, when, and how. Prepare a work sheet for the Program of Work including:

- A. What is to be done?
- B. How it is to be implemented?
- C. Who is responsible?
- D. When are program components to be completed?
- E. What resources are needed?
 - 1. Identify what resources can be derived from the Extension Homemakers organization itself:
 - a. Trainers
 - b. Volunteer time
 - c. Expertise
 - d. Financial support
 - 2. Identify what resources can be provided by Cooperative Extension Service:
 - * Expertise
 - * Resources
 - * State/county support
 - * Networking with other agencies and organizations
- F. How will efforts be evaluated and reported?
 - * Baseline data
 - * Measure(s) of accomplishment
 - * Aggregating state report
 - * Distribution of report

NOTE: Information on the KEHA Program of Work is in the *Handbook*. The KEHA Program of Work Report forms are located in the *Appendix*.

SAMPLE YEAR'S PROGRAM OF WORK

Month	Major Learning Session	Mini Session (Optional)	Special Date and Event
July	Five-a-Day: Fruits and Vegetables	Food Safety in Your Kitchen	New Officers assume duties County Fair
Aug.	Keys to a Good Homemakers Lesson	"Look of Fall"	Educational Tour State Fair Cultural Arts Camp
Sept.	Clothing Recycling Your Wardrobe	Landscaping	County Advisory Council
Oct.	Money Management for Seniors	Book Review	Area Annual Meeting Kentucky Extension Homemakers Week
Nov.	Peacemaking and Children	Gifts from the Kitchen	Area Council Area/District Planning Meeting
Dec.	Holiday Program and Party		Holiday Candle lighting
Jan.	Repair of Small Appliances	Mail Out	County Advisory Council (Program Planning to meet needs discussed)
Feb.	Food Pyramid Book Review for County		International /Global Program
March	Safeguarding Your Home	Recreation Ideas for Bringing the Family Together	
April	Family Insurance Needs	Snacks for Children	County Advisory Council 4-H Revue
May	Quality of Drinking Water	Inexpensive Weekend Trips	KEHA State Meeting Elect & Install Officers
June	Cholesterol and Fats in Diet	Report of State Meeting	Train Officers Year End Reports

**ALLEN COUNTY EXTENSION HOMEMAKERS ASSOCIATION
ANNUAL PLANNING CALENDAR –
ANNUAL PLANNING CALENDAR – 2019-2020**

<p>JULY –Educational Program “Promoting Homemakers”</p> <p>June 24th, 10 a.m.- Club Leader Training Allen Co Extension Facility Conference Room-ZOOM</p> <hr/> <p>July 4th –Extension Office Closed Independence Day</p> <p>July 22nd, 4:30 p.m. – County Homemaker Council Meeting</p> <p>Begin collecting “Coins for Change” for February</p>	<p>AUGUST – Club Picnic Mo.</p> <p align="center">NO EDUCATION PROGRAM</p> <hr/> <p>Aug 6th – MCA Council Mtg</p> <p>Aug 29th – Drop-off Cultural Arts 8:00 a.m. – 11:00 a.m.</p> <p>Cultural Arts Contest</p> <p>Pick-up Cultural Arts 3:00 p.m. –4:00 p.m.</p> <p>PECAN SALES BEGIN</p>	<p>SEPTEMBER-Education Program “Etiquette Rules Youth Need to Know”</p> <p>Aug. 27th, 10 a.m. - Area Training Warren County Extension</p> <p>Aug. 28th, 10 a.m.- Area Training Barren County Extension</p> <hr/> <p>Sept 3rd - Extension Office Closed- Labor Day</p> <p>Sept 12th – Area Cultural Arts in Simpson Co.</p> <p>Sept 20th - PECAN SALE FORMS DUE</p> <p><i>Barren River Area Safe Space (BRASS) Project</i> – Members may volunteer to collect donations now through October.</p>
<p>OCTOBER- Education Program “Holiday Appetizers-Hands On”</p> <p>Aug. 27th, 11 a.m. - Area Training Warren County Extension</p> <p>Aug. 28th, 11 a.m.- Area Training Barren County Extension</p> <hr/> <p>October 4th -2 p.m.-5 p.m. Collect Yard Sale Items/Set</p> <p>October 5th – 7 a.m.-1 p.m. Relay for Life Yard Sale</p> <p>Oct 9th-13th – Nat’l Extension Homemakers Week</p> <p>Oct 17th – Area Annual Day (CCK, Allen Co)</p> <p>Oct 28th, 4:30 p.m. – County Homemaker Council Meeting</p> <p>Oct 30th – BRASS DONATIONS DUE to Ext Facility</p>	<p>NOVEMBER-Education Program “Lightbulbs 101”</p> <p>Oct. 29th, 10 a.m. - Area Training Warren County Extension</p> <p>Oct. 30th, 10 a.m. - Area Training Barren County Extension</p> <hr/> <p>Nov 12th-Holiday Auction</p> <p>Nov 21st – Fall Recycle Day Allen County Transfer Station</p> <p>Nov 21st -22nd –Extension Office Closed Thanksgiving Holiday</p> <p>COUNTY HOMEMAKER DUES BY November 29th</p>	<p>DECEMBER</p> <p align="center">NO EDUCATION PROGRAM</p> <hr/> <p>Post Evaluation – Holiday Auction</p> <p>Dec 25th –Dec 31st –Extension Office Closed Christmas Holiday Break</p>
<p>JANUARY- Education Program “Amish Heritage”</p> <p align="center">Mail-Out</p> <hr/> <p>Jan 1st –Ext Office Closed-New Year’s Day</p> <p>Jan 7th – MCA Council Mtg. -Warren Co Ext. @ 9:30 am</p> <p>Jan 21st – Extension Office Closed Martin Luther King</p> <p>Jan 27th, 4:30 p.m. – County Homemaker Council Meeting</p>	<p>FEBRUARY – Education Program “Improving Overall Health”</p> <p>Jan. 28th, 10 a.m. - Area Training Warren County Extension</p> <p>Jan. 29th, 10 a.m. - Area Training Barren County Extension</p> <hr/> <p>Feb. 7th – Go RED Heart Event</p>	<p>MARCH- Education Program “Clean & Healthy Homes (Mold)”</p> <p>Jan. 28th, 11 a.m. - Area Training Warren County Extension</p> <p>Jan. 29, 11 a.m. - Area Training Barren County Extension</p> <hr/>
<p>APRIL -Education Program “Award Winning Jars”</p> <p>March 31st, 10 a.m. – Club Leader Training Allen Co Extension Facility Conference Room-ZOOM</p> <hr/> <p>April 10th- 2 p.m.-5p.m. Collect Yard Sale Items</p> <p>April 11th, - 7 a.m.-1 p.m. Relay for Life Yard Sale</p> <p>April 14th - MCA Council Mtg</p> <p>April 16th - Spring Recycle Day Allen County Transfer Station</p> <p>April 21st - KEHA State Meeting</p> <p>April 27th, 4:30 p.m. – County Homemaker Council Meeting</p>	<p>MAY-Education Program “Pot Luck Encourages Healthy Eating”</p> <p>April 28th, 10 a.m. - Area Training Warren County Extension</p> <p>April 29th, 10 a.m.- Area Training Barren County Extension</p> <hr/> <p>May 5th – Annual Night Registration begins @ 5:30 p.m.</p> <p>May 25th – Extension Office Closed Memorial Day</p> <p>TBA - Relay for Life</p>	<p>JUNE Education Program “Swedish Weaving”</p> <p>April 28th, 11 a.m. - Area Training Warren County Extension</p> <p>April 29th, 11 a.m.- Area Training Barren County Extension</p> <hr/> <p>June 4th – County Plan of Work Meeting(tentative)</p> <p>June 25th, 4:30 p.m.- County Officer Training Allen County Extension Facility</p> <p>TBA- Club Officer Training</p>

**2019-2020 Meade County Extension
Homemakers Plan of Work**

September 2019	
2	Labor Day, Office Closed
(August 23)	LLT: Prepare to Care, 1:30 p.m., E.T., MC
(August 30)	EH Council, 9:30 a.m.
October 2019	
2	LLT: Cast Iron Cooking, 2 p.m., E.T., MC
8	Deadline to enter Cultural Arts
9	County Cultural Arts Judging
11	LTA Extension Homemakers Annual Meeting, Leitchfield
	United Methodist Church
12	River Fest - Downtown
13-19	Extension Homemaker Week
17	Gifts From The Heart
November 2019	
(October 28)	LLT: Faithful Families, 1:30 p.m., E.T., MC
1	EH Council, 9:30a.m.
9	Holiday Bazaar
15	Dues to be submitted by this date
28-29	Thanksgiving Break ~ Office closed
26	Deadline to make reservations for EH Brunch
December 2019	
6	EH Holiday Brunch
Dec 23 -Jan 2	Christmas Break ~ Office closed
January 2020	
10	EH Council, 9:30a.m.
	LLT: Mail Out Meal Kits
20	Holiday - Martin Luther King Day
TBA	Manners Committee
TBA	Annual Meeting committee

February 2020	
(January 28)	LLT: Addition 101, 1:30 p.m., E.T., MC
Throughout month	Work on state award entries and VSU's
During month	Media Appreciation
TBA	Manners Luncheon
March 2020	
1	Deadline for state awards
(February 25)	LLT: Gardening, February 25, 1:00 p.m. E.T., MC
6	EH Council, 9:30 a.m.
April 2020	
(March 25)	LLT: Plant k Up/Potluck, 1:30 p.m., Hardin Co
TBA	International Luncheon
TBA	Annual Meeting Committee
May 2020	
TBA	Scholarship committee, 1p.m.
(April 27)	LLT: Money Habitudes, 1:30 p.m., E.T., MC
(April 29)	(May) EH Council, 9:30a.m.
21-23	KEHA State Meeting, Owensboro
21	Deadline for county award entries
June 2020	
25	Annual Meeting, 6:30p.m.
TBA	County Fair committee meeting
July 2020	
1	All year-end club reports and VSU's due to Extension Office
10	Thursday: EH Council Meeting 9:30 a.m.
16	County Fair Clean-Up Day
July 18-25	Meade County Fair

Example shared by Meade County Extension Homemakers.

SUGGESTIONS FOR OFFICER TRAINING

Resource Materials

Theme-based Officer Training Materials (www.keha.org)

KEHA Manual

County Bylaws

Schedule of Lessons and Activities for the Year

Schedule of Club Business

Officers' Packets

Record of Extension Homemakers Club Meetings

Minutes of State Board Meetings

Organizational leaflets:

* *Recreation Booklet*

* *Inspirational Booklet*

* *KEHA Book List*

Statistical Breakdown of County Membership (membership profile)

Books on Parliamentary Procedure (may be available in local library) such as *Robert's Rules of Order, Newly Revised* or *Robert's Rules of Order, Newly Revised in Brief*

Resource Persons

County Officers (current and out-going)

Area Officers

State Officers

County Extension Agent for Family & Consumer Sciences

Assistant Director of Extension for Family and Consumer Sciences

KEHA State Advisor

NOTE: A variety of forms and information sheets to help Extension Homemakers Clubs on all levels are located in the *KEHA Manual Appendix*. Information about the KEHA State Program of Work is located in the *KEHA Manual Handbook*.

SUGGESTIONS FOR CLUB PRESIDENT

Your club has honored you by selecting you as their president. Congratulations!

With honor comes added responsibility. Much of your club's success depends upon your leadership in planning, involving others and following through on what is planned.

Remember that the most important purpose of a KEHA club is to have a research-based educational program in family and consumer sciences. As you and your fellow club members get new ideas and learn new skills, you enjoy the fun and fellowship that comes with working together.

To Be a Good President

- Like people and be sensitive to their feelings and needs.
- Appreciate the abilities and talents of your fellow club members.
- Be a good follower as well as a good leader; a good listener as well as a good talker.
- Know your club's planned program for the coming year and be enthusiastic about it.
- Know basic parliamentary procedures and how to conduct a meeting.

Responsibilities and Suggestions

- Attend county council meetings and other county planning and training meetings.
- Report back to your club on all council meetings as well as on other information you receive from the county president or the county Extension office.
- Tell your fellow club members about special workshops being held.
- Have a planning meeting with your club's officers and chairmen before the first meeting of your club year.
- Plan ahead for club meetings. Prepare an agenda and check to make sure the people on the agenda are ready with their part of the meeting.
- Preside at your club meetings. (Tip: You're more effective if you stand when presiding.)
- Start and adjourn meetings on time.

SUGGESTIONS FOR CLUB 1ST and/or 2nd VICE-PRESIDENT

- Support your president and the other officers of your club.
- Carry out the duties of the president in the event of the president's absence or as required.
- Know your club's planned program for the coming year and be enthusiastic about it.
- Know basic parliamentary procedure and how to conduct a meeting.
- Have a basic understanding of your club bylaws and the county bylaws.
- Attend the planning meetings, executive committee meetings or any other meetings called by the president.
- Serve as chairman of club membership committee according to provisions of the bylaws.
- Give the membership report and keep the secretary and the County Extension Agent for Family & Consumer Sciences informed of any changes in membership.
- Try to recruit new KEHA club members in your community and welcome them to your club.
- Send your club membership report to the county membership chair.
- Inform citizens that Extension Homemakers clubs are open to any person regardless 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.
- Ask members of your club to complete the KEHA enrollment form with dues payment each year (see KEHA Manual, Appendix)

SUGGESTIONS FOR CLUB SECRETARY

- Keep an up-to-date roll of your club members. (Roll should be taken at each meeting.)
- Record minutes of all meetings. See guidelines on writing minutes below.
- The Record of Meetings booklet contains monthly club reports to your County Extension Agent for Family & Consumer Sciences. Fill out this report and send it to the agent immediately after your club meeting each month.
- Carry on correspondence of the club and, if asked to do so, make requests and issue invitations in the name of the club.
- Take roll at club meetings.
- Attend the planning meetings, executive committee meetings and any other meetings as called by the president, and record minutes.
- Know basic parliamentary procedure and how to conduct a meeting.
- Carry out duties of president and/or vice-president in case of absence of these officers.
- Archive the club records and update the club history annually.

GUIDELINES ON WRITING MINUTES

The minutes of the organization become the permanent record of the groups actions. The minutes are a record of fact, not opinion. They record what was done and not what was said. An absent member should be able to read the minutes and have a clear understanding of what business was transacted at the meeting. Always use full names i.e.: Nancy Jones not Ms. Jones. Take notes on separate paper and then rewrite minutes soon after while it is still fresh in your mind.

The following guidelines suggest a format which will aid you in preparing the minutes of each meeting.

I. The first paragraph should include:

- A. the kind of meeting (regular, special, annual, etc.)
- B. the name of the group
- C. date and location of meeting
- D. whether or not the president and secretary were present (In their absence, list the name of their substitute.)
- E. the disposition of the minutes of the last meeting

II. The body should include:

- A. a separate paragraph for each topic
- B. the exact wording of all main motions (except those withdrawn), the name of the member who introduced the motion and if the motion passed or failed.
- C. Resolutions - the exact wording immediately before being voted upon (Be it Resolved)
- D. all amendments and their disposition
- E. all points of order and appeals, whether sustained or lost, and reasons given by the chair for the ruling

III. Closing

- A. the last paragraph of the minutes should contain the hour of adjournment
- B. the minutes should be signed by the secretary or the person who took the minutes

How Long Do We Keep Records

Records	Retention No. of Years	Disposition
Vouchers	5 years	Destroy
Purchase Orders	5 years	Destroy
Canceled Checks	5 years	Destroy
Check Stubs	5 years	Destroy
Bank Deposit Slips	5 years	Destroy
Bank Books	5 years	Destroy
Receipts	5 years	Destroy
General Correspondence	5 years	Destroy
Officer Credentials	5 years*	Destroy
Minutes of Meeting	Permanent	Retain Permanently
Treasurer's Report (Annual, Mid Year and Others)	Permanent	Retain Permanently
Ledger of Disbursements	Permanent	Retain Permanently
Budget (as approved)	Permanent	Retain Permanently
Audit Report	Permanent	Retain Permanently

For items that must be retained, scanning and maintaining an electronic archive is acceptable.

Club and County Officer and Chairman Files and Reports

Outgoing officers and chairmen turn over files from their term in office to their successor. All files from the predecessor should be reviewed with the secretary to determine what items should be kept for archiving and historical reference. The secretary should work with the county Extension office to determine a location for archived records.

Area Officer and Chairman Files and Reports

Outgoing officers and chairmen should organize all files based upon the retention schedule detailed above. Any materials past the retention date should be destroyed as noted. The files within the retention schedule should then be passed on to the successor. For items to be retained permanently, (minutes, treasurer's reports, ledger of disbursements and approved budget) each area should identify an Extension office or other appropriate location to serve as the repository.

State

The KEHA State Secretary provides leadership for collecting and archiving state board records. The archives are held in the University of Kentucky Libraries in Special Collections. The list of items to be archived includes:

- Minutes
- Financial Records (budget, ledger of disbursements, treasurer's reports and audit reports)
- KEHA State Board Directory (annually)
- KEHA State Meeting Program
- Annual Book List, Inspiration and Recreation
- Officer credentials (*credentials for successful candidates will be added to archives)
- Other items of historical significance as deemed appropriate by the Archiving Committee

SUGGESTIONS FOR CLUB TREASURER

- Before taking office, an audit committee appointed by the club president is required to audit the records of the outgoing club treasurer. All bills should be paid and the account balanced before you take office.
- Comply with the Financial Guidelines for Cooperative Extension Service Volunteer Groups.
- Handle all monies for your club. Pay bills as authorized by your club. Keep an accurate account of all receipts and expenditures.
- Collect dues from each member of the club and keep a record of this. Give members a receipt when they pay dues. It will help you keep more accurate records.
- Send your club dues to the county treasurer. (Make out check payable to the county association.)
- Collect club donations for Coins for Change, Evans/Hansen/Weldon Scholarship Fund, and Ovarian Cancer fund. Send to the county treasurer. Send one check with a note stating what the check covers.
- Make a monthly report of finances at each meeting.
- Attend all planning meetings, executive committee meetings and any other meetings as called by the president.
- File reports and forms with the Internal Revenue Service (if applicable).
- Submit all requested reports and statements to the county Extension office, including annual budget, annual financial report, audit committee report and annual inventory report. (See Financial Guidelines for CES County Volunteer Groups for more information - <http://ces-manuals.ca.uky.edu/content/financial-guidelines-ces-county-volunteer-groups>.)
- Be sure you have the name and address of the county Extension Homemakers treasurer.

SUGGESTIONS FOR A COUNTY BUDGET

State Dues

State association dues are payable based on the number of members as of December 1 of each year.

Area Dues

Each county pays dues to the area association. The amount of the dues each county should pay is decided on by the area association.

Annual Meeting

Most counties have an annual meeting. Plan ahead for the cost involved in your county's annual meeting and include those items in your budget.

Delegate to the KEHA Annual Meeting

The KEHA Annual Meeting provides learning experiences for Extension Homemakers members. Many counties help pay expenses for one or more delegates.

Training

Workshops, leader training schools, demonstrations and other training activities sometimes require special materials. For example, a leader training school on food preparation would require certain food ingredients. An amount budgeted for training expenses would help absorb these costs.

4-H Youth Development

County Extension Associations can support 4-H Youth Development programs in many ways.

Miscellaneous

An amount of money budgeted for miscellaneous expenses can help cover expenses which are unexpected or small expenses which are not covered in other items in the budget.

County Specific Line Items

Add additional line items as need for your specific county activities and programs.

SAMPLE COUNTY BUDGET

Income:

Dues 200 members @ \$6.00	\$1200.00
Fundraiser	1100.00
Other support	100.00
Interest Income	30.00
Ovarian Cancer Donation	200.00
Coins for Change	20.00
Scholarship Donations	<u>200.00</u>
Total	\$ 2850.00

Expenses:

State Dues 200@ \$4.00	\$ 800.00
Area Dues 200 @ \$0.25	50.00
Annual Meeting	400.00
Delegates to State Meeting	300.00
Leadership Training	300.00
4-H Youth Development	200.00
Special Project	200.00
Ovarian Cancer Donation	200.00
Scholarship Donation	200.00
Coins for Change	20.00
Miscellaneous	<u>180.00</u>
Total	\$ 2850.00

A budget is a guideline of how much money you plan on making and using to carry out your mission and program of work. It is not set in stone. Some line items may cost less or more or you may make more or less income. You should adjust as you go along. Each year as you review your program, you can adjust your budget for the next year accordingly.

A budget sample is also available through the Financial Guidelines for Cooperative Extension Service Volunteer Groups.

Annual Budget

Name of Group _____ Date _____ Year _____

Treasurer's Name _____

Starting balance at beginning of year \$ _____

Projected Income(Summarized by source and amount)

Date	Item (Examples-dues, name of fundraiser, registration, grants, donations, interest, CD, savings etc.)	Amount
		\$
		\$
		\$
		\$
		\$
		\$

Total projected income \$ _____

Total funds available \$ _____

Budgeted Expenditures– Anticipated expenditures and amount

Date	Item (Examples: program supplies, resources, awards, recognition, operating cost, speakers)	Amount
		\$
		\$
		\$
		\$
		\$

Total projected expenditures \$ _____

Savings Accounts and/or Investments

_____	\$
_____	\$

Total savings account and/or investments \$ _____

Total fund available \$ _____

Submitted by

Treasurer _____

President _____

Date _____

Example from the University of Kentucky Cooperative Extension Service (CES) Financial Guidelines for CES Volunteer Groups.

SUGGESTED CLUB TREASURER'S REPORT

Club Name: _____

Date: _____

Treasurer's Name: _____

Year: _____

Starting balance at beginning of year (or month)

\$ _____

Actual income (summarized by source and amount)

Date	Item (ex: dues, fundraiser, registration, donations, interest, etc.)	Amount

Total actual income:

\$ _____

Actual Expenditure (funds spent summarized by category and amount)

Date	Item (ex: awards, dues, program supplies, speaker, etc.)	Amount

Total actual expenditures:

\$ _____

Savings accounts and/or investments:

\$ _____

\$ _____

Total savings accounts or investments:

\$ _____

Total year-end (or month-end) balance:

\$ _____

Submitted by:

_____, Treasurer

_____, President

Annual Financial Report

Name of Group _____ Date _____ Year _____

Treasurer's Name _____

Starting balance at beginning of year _____ \$ _____

Actual Income(Summarized by source and amount)

Date	Item (Examples-dues, name of fundraiser, registration, grants, donations, interest, CD, savings etc.)	Amount
		\$
		\$
		\$
		\$
		\$
		\$

		\$
		\$
		\$
		\$
		\$
		\$

Total actual income _____ \$ _____

Total funds available _____ \$ _____

Actual Expenditures– Funds spent summarized by source and amount

Date	Item (Examples: program supplies, resources, awards, recognition, operating cost, speakers)	Amount
		\$
		\$
		\$
		\$
		\$

		\$
		\$
		\$
		\$
		\$

Total actual expenditures _____ \$ _____

Savings Accounts and/or Investments

	\$
	\$

Total savings account and/or investments _____ \$ _____

Total year-end balance _____ \$ _____

Submitted by

Treasurer _____

President _____

Date _____

Example from the University of Kentucky Cooperative Extension Service (CES) Financial Guidelines for CES Volunteer Groups.

Audit Committee Checklist and Report

Club/Group: _____ Financial Year End: _____

Checking Account Number: _____

Bank: _____ Address: _____

Audit Date: _____

Persons authorized to sign on checking account:

Name: _____ Address: _____

Name: _____ Address: _____

Bank records are in the possession of: |

Name: _____ Address: _____

Checklist of Documents Viewed by the Committee

____ Annual Budget

____ Canceled checks and deposit slips

____ Treasurer's reports

____ Receipts for all income

____ Deposit Forms w/documentation (if applicable)

____ Receipts/Bills/invoices for all expenses with attached Reimbursement/Payment Request Form

____ Bank Statements

____ Annual Financial Report

____ Inventory Records

The audit committee found the following conditions:

The audit committee makes the following recommendations:

This certifies that the audit committee has reviewed the record keeping and financial balances and finds them:
(check one box)

in order

in order upon implementation of recommendation

requiring further review and action

Signatures of audit committee:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Example from the University of Kentucky Cooperative Extension Service (CES) Financial Guidelines for CES Volunteer Groups.

SUGGESTIONS FOR CLUB EDUCATIONAL CHAIRMEN

- Review the KEHA Manual and website (www.keha.org) for information pertaining to your chairmanship.
- Work cooperatively with the county educational chairman who is responsible for your program.
- Attend or be represented at county Extension leader training meetings when your subject matter is being taught.
- Keep informed about local, county and state situations and needs; assist with program planning; consider all audiences.
- Present information at club meetings and workshops in your subject matter field. This could either be the Extension Homemakers club lesson or a short report of timely information.
- Help plan and/or participate in tours, field trips, special interest projects, and workshops as needed.
- Complete the program of work report form for your chairmanship and submit to your county educational chairman or designated contact by the date stated on the form. [KEHA Manual, Appendix]

SUGGESTIONS FOR COUNTY EDUCATIONAL CHAIRMEN

- Review the KEHA Manual and website (www.keha.org) for information pertaining to your chairmanship.
- Work cooperatively with your County Extension Agent for Family & Consumer Science and area educational chairman with responsibility for program of which you are county chairman.
- Attend annual chairman training in the county or area (if offered).
- Keep informed of local, county and state situations and needs; assist with program planning. (All audiences to be considered.)
- Assist your County Extension Agent for Family & Consumer Sciences and area chairman with plan for program evaluation.
- Assist with leader training meetings and workshops in your subject matter field:
 - Assist agent to see that facilities are ready;
 - Call the roll and keep attendance records;
 - Introduce specialists or other guests;
 - Plan with agent to get lessons to absent clubs:
 - Absent leader asked to attend club meeting where leader has been trained,
 - Trained leader to volunteer to teach for absent club, and
 - County chairman occasionally teach lesson; and
 - See that room is left in order at close of meeting.

SUGGESTIONS FOR COUNTY EDUCATIONAL CHAIRMEN (cont'd)

- Help plan and conduct tours, field trips, special interest projects, and workshops when desired or needed.
- Work cooperatively with County Extension Agent for Family & Consumer Sciences to secure information when reports of accomplishments are needed.
- Prepare the county program of work report form for your chairmanship by compiling all club reports. Submit to the corresponding area chairman by the required date stated on the form. [KEHA Manual, Appendix]

SUGGESTIONS FOR AREA EDUCATIONAL CHAIRMEN

- Review the KEHA Manual and website (www.keha.org) for information pertaining to your chairmanship.
- Serve as liaison between the state chairman and county educational chairmen.
- Attend the appropriate educational chairman workshop at the annual KEHA State Meeting.
- Attend and/or present an educational chairman training at the area level.
- Prepare the area program of work report form for your chairmanship by compiling all county reports. Submit to the corresponding state chairman by the required date stated on the form. [KEHA Manual, Appendix]
- Work with area council to coordinate area program planning and implementation.
- Serve as chairman/co-chairman for area Extension Homemakers workshops that relate to your educational area.

INSTALLATION OF OFFICERS

Please note: An installation ceremony correlated to the KEHA theme for the year may be available on the KEHA website. Installation of new area officers is typically performed by a member of the current KEHA State Board. It is suggested that county officers be installed by a member of the current area officer team or a past county president.

The installation of new officers is a momentous occasion in the history of a club. It is a time to look forward for new ideas and inspiration and a time to express appreciation to those who have brought us thus far.

To _____, our retiring president, to the officers who have served so faithfully this past term, and to the members who have contributed to the success of this happy term, we owe our gratitude and thanks. We know they are happy to pledge their loyalty, knowledge and full cooperation to their successors. Thank you for a job well done. (Applause for outgoing officers.)

(Optional) Would the outgoing officers have a few words of wisdom for the incoming officers at this time? (This is a time when some fun can be added before the dignified installation begins, by outgoing officers presenting incoming with some fun token gift related to their office, such as a stub of a pencil to the new secretary to indicate much usage, etc.)

(Outgoing officers may be seated.)

It is an honor to be elected to serve as an officer of this club. The members have shown their faith and confidence in your ability and have chosen you to take charge of the affairs of this club for the coming term. Your willingness to serve and discharge the duties of your office to the best of your knowledge and ability is a big step towards making your term most successful.

To the Treasurer -- Do you promise to keep an up-to-date financial account of all monies, expend funds as voted by the club, and make reports as requested? Do you promise to serve faithfully to the best of your ability? Do you promise to assist the president in every way?

(Answer): I do.

To the Secretary -- You are charged with the care of all the records and papers in an official capacity of the club. Do you promise to keep them in good order and have them ready for your successor? As you record the story of the growth and achievement of the club, do you promise to do so with accuracy and to serve the club to the best of your ability?

(Answer): I do.

To the Vice-President -- Your responsibilities are to work closely with the president and to be in charge of membership activities for the club. Do you promise to support the president in giving positive direction to the _____ Club and to act as president when necessary, presiding at club meetings and attending council meetings?

(Answer): I do.

To the President - - You have been elected by the members of this club to occupy the highest position of authority, which carries with it both honor and responsibility. You will give direction to this club's activities; preside at all meetings; and give inspiration and supervision to the work of all officers, groups and committees. Be cautious in your words and just in your decisions. It is up to you to maintain harmony, to promote friendship, to cooperate with the district, state and national projects and to set a standard of dignity and efficiency in graciously carrying out the plans of your club so that discharge of your duties will be of lasting benefit to your club and to your community and a great credit to yourself. Do you pledge yourself to this service?

(Answer): I do.

Do you as members of the _____ club acknowledge these officers as your leaders during the coming year? Will you attend club meetings whenever possible? Will you abstain from criticism and serve faithfully? It is your duty, as well as it is that of the officers, to make certain this is a more beautiful world in which to live. Do you offer them your support and full cooperation in the projects and activities of the club?

(Answer): I do.

(Optional) Corsages or boutonniere presented to each officer. These flowers indicate our love for you and our appreciation of the responsibility you have assumed, and express confidence in your ability.

(Hand gavel to President)

By the authority vested in me as installing officer, I now declare these offices of the _____ Club duly installed, and congratulate you.

Note: Officer nomination forms are located in the Appendix.

A resource for additional installations is a book called "Installation Ceremonies for Every Group" by Pat Hines. It is published by Brighton Publications, Inc., St. Paul, MN.

IDEAS FOR PROMOTING EXTENSION HOMEMAKERS WEEK

KEHA Week is celebrated the second full week of October. Below are some ideas you can use to celebrate. Additional information, including a proclamation template, is available on the KEHA website (www.keha.org) in the Marketing and Recruiting section.

- Secure a proclamation from a local official (mayor or county judge executive).
- Record PSA's for the local radio station.
- Work with the local newspaper for articles and feature stories.
- Develop flyers to post and pass out around town.
- Host a reception during the week to honor county KEHA members.
- Place banners in the town square or along prominent streets.
- Handout or post flyers at grocery stores.
- Prepare an exhibit at public establishments like banks, libraries, the Extension office, or store fronts to celebrate KEHA Week.
- If any community festivals or events take place during or near KEHA Week, host an exhibit.
- Distribute fliers into the community advertising the volunteer service units and their value given to Kentucky and your local county the previous year. (See www.independentsector.org/volunteer_time for the current value of each hour of volunteer time.)
- Make presentations to local churches' teenage girls' groups and women's groups about the fun side of Extension Homemakers.
- Offer free dues to any new member during October (financed by local club members).
- Set up displays at the local mall or shopping center highlighting county projects completed during the past year.
- Develop and sponsor a billboard to recognize KEHA Week.
- Put displays in windows of vacant stores in your downtown or town square.
- Host a KEHA Breakfast to begin the week.
- Host an open house to promote KEHA, encourage membership, and highlight projects and programs of your county organization.
- Hold KEHA Day in the Town Square or other prominent location. Activities could include make and take it classes, food vendors, craft vendors, and more.

All of us promote the Extension Homemakers program and think we do a great job until someone says, "What is KEHA? What do they do? I've never heard of the organization." The purpose of Kentucky Extension Homemakers Week is to get the word out. Kentucky Extension Homemakers Week is the second full week in October. Start making plans now. It's up to you!