

KEHA PROGRAM OF WORK REPORTS

KEHA is adopting a new reporting system that ties directly to the educational program of work for the organization and updates the method used for collecting data. The new reporting system begins with the 2006-2007 program year. On the following pages you will find report forms for each of the eight educational chairmen. The educational chairmen are as listed:

Cultural Arts & Heritage
Environment, Housing & Energy
Family & Individual Development
Food, Nutrition & Health
4-H & Youth Development
International
Leadership Development
Management & Safety

We are requesting that each individual club chairman or representative send a club report to the respective county chairman, the respective county chairman will send a county report to the respective area chairman and the area chairman will send an area report to the respective state chairman.

The dates for sending the reports are listed on each form. Please send the reports before the deadline.

The only way for any reporting system to work is for the information to be collected at each level - club, county, area and state. We appreciate your support of this new reporting approach and thank you in advance for helping us implement this new system.

**Please use the following pages (49-54b dated July 2006)
to replace the current pages 48-54 (dated August 2005)
in your manual. The 2005 forms will no longer be used.**

**KEHA Program of Work Report
Cultural Arts**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____

Email: _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

1. Did you study the Cultural Arts Lesson "Passing on Needlework Skills to Young People?"
_____ yes _____ no
If yes, state the results of the lesson.

2. Number of entries in the county Cultural Arts contest _____

3. Number of entries taken to the Area Cultural Arts contest _____

4. Number of entries taken to the State Cultural Arts contest _____

5. Number of entries in the Creative Writing contest in:
Poetry _____ Memoirs _____ Short Stories _____

6. Did the county use the Book List? _____ yes _____ no
If yes, number of books read _____

7. Did you use the bookmarks sponsored by the State as rewards? _____ yes _____ no
If yes, number awarded _____

8. List the crafts taught in the last year and number attending each.

9. List Cultural Arts trips taken by your county and number attending.

10. Does your county have quilt guild? _____ yes _____ no
Number of quilts made _____

11. Does your county have a basket guild? _____ yes _____ no
12. Number that attended a basket seminar in the last year _____
Number that attended a quilt seminar in the last year _____
13. Did your area/county sponsor a Heritage Skills camp/retreat? _____ yes _____ no
Number that attended _____
14. List service projects as result of Cultural Arts (e.g. Diabetes blankets, premie hats &/or blankets, etc.)
Project _____ Number made _____
Project _____ Number made _____
Project _____ Number made _____
15. Number that help with a local museum _____
16. List other activities/lessons pertaining to Cultural Arts in which your county/area participated.

**KEHA Program of Work Report
Environment, Housing and Energy**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman by **January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

Theme: Your Home: Past, Present and Future

1. Which of the following programs were conducted?

Lesson/Program/Activities	Clubs	Members	Non- members
Housing Lessons/Activities: ▪ Revitalizing Your Community through Historic Preservation ▪ Architectural Scavenger Hunt ▪ Controlling Clutter ▪ Preserving Family Keepsakes ▪ Healthy Homes (mold, safety, security, etc.) ▪ Other Housing & Furnishings Lessons or Activities: <i>(Please list on back.)</i>	(List number)	(List number)	(List number)
Environmental Lessons/Activities: ▪ Arbor Day or Earth Day ▪ Beautification Project or Adopt a Highway ▪ Other Environmental Lessons/Activities: <i>(Please list on back.)</i>			
Energy Lesson/Activities: <i>(Please list on back.)</i>			

2. How many counties participated in this year's contest?

of clubs with participants _____ # of members participating _____

3. Were any special county or area programs conducted related to housing, environment and energy topics? (Example: field trips, tours, housing clinics, special workshops, etc.)

Yes _____ No _____ If yes, please provide brief description. (Write on back if needed.)

**KEHA Program of Work Report
Individual and Family Development**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____

Email: _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman **by February 1st**.
- Area reports are due to State Chairman **by March 1st**.

1. Please complete the following chart to share information about lessons and activities:

Specific lesson, program, workshop, or contest implemented (Please list titles below)	# of clubs using this resource (Answer if you are a county or area chairman.)	# and dates of your local club's session(s) on each topic and # of different participants	Actions taken as a result of the lesson, program, workshop (List specific actions of clubs or individual club members; i.e., # of storybooks distributed, displays put up)	Outcomes Please list specific results of actions (i.e., # of parents or caregivers now reading to children daily)

2. List special activities conducted (i.e., programs, tours, field trips, etc.) not included in state Plan of Work for 2007-2010. Include name of activity, location, and date, and results (observed learning that occurred, actions taken, plans of participants to do something different, etc.):

3. What part of the Plan of Work was most useful for implementing programs in Family and Individual Development? Why was that part helpful? (Please use back of page for answer.)

**KEHA Program of Work Report
Food, Nutrition & Health**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____

Email: _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman by **January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

VOLUNTEERED TIME & MONEY

	<i>VOLUNTEER HOURS</i>	<i>DOLLARS</i>
Ovarian Cancer	_____	_____
Blood Drive	_____	_____
Local Food Pantry	_____	_____
List Others:	_____	_____
_____	_____	_____

	<i>#Members Participated</i>	<i># Non – members</i>
Exercise Regularly	_____	_____
Annual Checkup	_____	_____
Improved Diet	_____	_____
Cancer Screening:		
Ovarian	_____	_____
(Site of Screening _____)		
Breast	_____	_____
Participated in the Kentucky Women’s Health Registry _____		_____
List Other:		

List Food, Health & Nutrition Lessons Taught:

List UK Programs Used:

List Chairs/Groups Partners:

Use the back of this sheet for other, narrative report of special activities or bragging.

**KEHA Program of Work Report
4-H/ Youth Development**

From _____ to _____

Club Name: _____

County: _____ **Number of Clubs reporting:** _____

Area: _____ **Number of Counties reporting:** _____

State: _____ **Number of Areas reporting:** _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

Number of members who worked with youth during the past year _____
(This includes all youth, not just those in 4-H.)

Number of youth worked with _____

What did you do with youth (teaching, mentoring, judging projects, etc.)?

4-H Lessons Taught: _____

What have you as a Homemaker put into practice in your own life as a result of these lessons?

How have you partnered with other Educational Chairs (i.e. Cultural Arts) or other youth related groups?

**KEHA Program of Work Report
International**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____

Email: _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman by **January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

Please include information for programs conducted in the past 12 months.

1. How many clubs in your county conducted programs (club lessons, special interest lessons or workshops) as part of their International Program of Work? Total clubs _____ Total members _____

2. Which of the following and other programs/activities were conducted?

Lesson/Program	#of clubs	# of members	#non members	\$
Beanie Babies for Iraq	_____	_____	_____	_____
Study of Finland	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

3. Are evaluation summaries available for any International program conducted during this time period?
No ___ Yes ___ (Attach copies)

4. Were any special county programs conducted related to International?
(Travel abroad, exchange students/homemakers, letter friends, etc.)

5. Please summarize counties participation in this year's contest.
Number of clubs with participants _____ Number of members _____

6. Total amount collected for Pennies for Friendship and turned in from your county to the State Treasurer by December 31st. _____

**KEHA Program of Work Report
Leadership Development**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____ **Email:** _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman **by January 1st**.
- County reports are due to Area Chairman **by February 1st**.
- Area reports are due to State Chairman **by March 1st**.

❖ LEADERHIP FOR KEHA

What training has your club, county, or area held to train members to function as LEADERS for KEHA? You should consider all training for all officers and chairmen, not just for the Leadership Chairman.

CLUB KEHA LEADERS

CLUB Officers – Number trained _____

CLUB Chairmen – Number trained _____

COUNTY KEHA LEADERS

COUNTY Officers – Number trained _____

COUNTY Chairmen – Number trained _____

AREA KEHA LEADERS (to be completed by Area Chairman)

AREA Officers – Number trained _____ AREA Chairmen – Number trained _____

Describe training held for club, county, or area officers or chairmen.

Describe additional training you feel is needed to prepare Homemakers to function in leadership roles for **KEHA**.

What printed materials are needed?

Have individuals, clubs or county organizations sponsored sister clubs, nontraditional or junior clubs? Describe.

❖ LEADERSHIP IN OTHER ORGANIZATIONS

Describe how you have used leadership training received in KEHA with other groups and organizations in your community?

Describe leadership training (sponsored by other organizations) you attended or participated in.

Describe leadership development activities you helped promote while a member of another organization.

❖ **COMMUNITY VOLUNTEER ACTIVITIES**

Describe individual, club or county volunteer activities with other Extension organizations, such as 4-H, nutrition programs, farmer markets, etc.

Describe individual, club or county volunteer activities with other community volunteer organizations and activities, such as retirement homes, hospitals, schools, retirement homes, etc.

❖ **SCHOLARSHIPS**

Indicate the number of club, county and area scholarships awarded in each of these categories:

Type of Scholarship	Club # awarded and \$ amount	County # awarded and \$ amount	Area # awarded and \$ amount
High School – College			
High School – Tech or Vocational			
KEHA Member Only - College			
KEHA Member Only - Other			
4-H Camp			
Other			

Describe how funds were raised for the scholarships.

❖ **CITIZENSHIP** – Please indicate the number of members who:

_____ Are registered to vote; _____ Voted in last election

_____ Are familiar with flag etiquette; _____ Display the flag on holidays or other events

❖ **OTHER** - Please refer to the KEHA manual for information on the VSU program, Leadership Development contests and other information. The KEHA manual is available at you local Extension Office or on line at www.keha.org.

**Mail to: Linda Padgett
Leadership Development Chair
11307 Lakeview Drive
Union, KY 41091**

**KEHA Program of Work Report
Management & Safety**

From _____ to _____

Club Name: _____

County: _____

Number of Clubs reporting: _____

Area: _____

Number of Counties reporting: _____

State: _____

Number of Areas reporting: _____

Name of person completing this form: _____ **Title:** _____

Phone: _____

Email: _____

Instructions: Please list lessons, program and activities conducted during the year you are reporting.

- Club reports are due to the County Chairman by **January 1st**.
- County reports are due to Area Chairman by **February 1st**.
- Area reports are due to State Chairman by **March 1st**.

1. Please complete the following chart to share information about lessons and activities:

	Number of people that have taken the lesson	Number of people who have taken action from the lesson	Number of people interested in the subject
Investing on a Shoestring			
Investing in your Grandchildren			
55 and Alive (Driver's Education)			
Conversation with Older Drivers (AARP)			
Claiming Lost Property			
Identity Theft			
Other lessons? Please List:			

2. List other lessons that you feel would benefit homemakers. What publications do you believe should be offered? _____

3. Use the back to inform us of your concerns, thoughts and suggestions. Let us know what your group is doing concerning Management and Safety.

Thank you for your time and effort to improve the quality of KEHA!