GENERAL RESPONSIBILITIES
ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION
COUNTY BOARD MEMBERS

Need to be familiar with:

- County University of Illinois Extension Council Structure
- County University of Illinois Extension program and plan of work
- County Home and Community Education constitution, Bylaws, and policies
- IAHCE Guidebook
- County IAHCE Board's agreement with University of Illinois Extension

Work together to:

- Clarify duties of Board members
- Transact general and specific business
- Formulate, approve and record policies
- Select standing and special committees
- Secure and accept programs of action of the Association
- Promote the maintenance and growth of the membership
- Approve the trust agreement with University of Illinois Extension
- Give leadership to unit officers and committee chairmen.

Work with the Unit Leader, Community Leader, Unit Assistant, Extension Council and Committees to:

- Identify needs of all families in the county
- Determine appropriate delivery systems
- Attend Board meetings (let President know if you can't attend)
- Plan Annual Meeting
- Promote IAHCE
- Promote membership
- Plan and hold Officer's Training School
- Turn in bills for approval for telephone and supplies
- Attend County Activities of HCE
- Attend IAHCE District Workshops
- Attend the IAHCE Annual Conference

ASSOCIATION FOR COUNTY HOME AND COMMUNITY EDUCATION

The County Association for Home and Community Education is composed of individuals that participate as unit members or in other county programs and activities of the association. Types of membership and dues are determined by the county. Membership is open to any individual irrespective of race, color national origin, sex, creed, familial status or physically/mentally challenged.

Programs and activities of the County Associations are planned and developed by the Board and Committees of the Association.

Objectives of the County Association for Home and Community Education Association:

To bind together the unit and individual members within the county

To supplement the work of the University of Illinois Extension in home economics and family relationships.

To promote the well-being of the individual and the family.

To bring about a better understanding of the relationship of the home, community, state, and nation.

To speak for and further the interests of homemakers.

SUGGESTED OFFICERS, DIRECTORS AND CHAIRMEN:

President- - - - - - - - - - - - - - - - - - - Administration
First Vice-President- - - - - - - - - - - - Program Chairman
Second Vice-President- - - - - - - - - - Membership Chairman
Secretary- - - - - - - - - - - - - - - - - - - Recorder
Treasurer (may include Ways and Means)- - - - - - - - - - - - Finance/Budget Chairman

Directors:
Cultural Enrichment (Visual and Performing Arts, Printed and Applied Arts)
Family & Community Issues (Family Living, Health, Food and Nutrition and Citizenship)
International (Country of Study)
Public Relations (HCE Month – October and Public Relations

Other Chairmen: As per your Bylaws

Alternative County Structure: Refer to State Bylaws, Article IV – Constituents, Section 2, A-E and the County's Bylaws.

COUNTY PRESIDENT

1. Serves as chairman of the Executive Committee of the Board, of which the other four officers are members.

2. Calls meetings of the Executive Committee.

3. Presides at county meetings of the Association for Home and Community Education Board meetings, Advisory Committee (composed of all Unit Chairmen) and other called meetings. (Includes Annual Meeting and Officer's Training.)

4. Plans agenda for:
   Regular and special board meetings
   Scheduled and called meetings of the Advisory Committee
   Annual business meeting of the membership
   Makes up a "month by month" agenda calendar

5. Delegates authority but maintains necessary responsibilities.

6. Appoints committees not provided for in the bylaws with the approval of the board.

7. Serves as ex-officio member of all committees except the nominating committee.

8. Plans training meetings of the county and unit officers with the county HCE board. May invite the IAHCE District Director to assist. Works closely with the State President of IAHCE.

9. Encourages the County Board members to work together on projects and/or educational programs thus making a greater impact within the organization and the community.

10. Keeps unit members informed of county, state, national, and international meetings.

11. Uses parliamentary procedure in conducting meetings.

12. Does follow-up work between meetings with county officers and committee chairmen, and helps members understand their responsibilities.

13. Attends IAHCE District Workshop and IAHCE Annual Conference. Assists State President to implement state programs in the county. Shares correspondence and materials from State President with County Board for consideration.

14. As President, you should look at all District Workshop and Annual Conference packets. It is suggested you hold a meeting to share the packets with each other.

15. Evaluate the various programs to determine the need to continue and/or delete based on needs of organization and/or community.

16. Encourages the use of IAHCE Report Forms by board members following programs or activities.

17. Completes the County of the Year Application and sends it to the State President whose name and address is listed on page 1 of this Guidebook. It must be postmarked by January 5th.

18. A plaque will be presented during Awards Night at the Annual Conference to the "County of the Year".

19. Works with County U of I Extension staff for educational resources and training.

20. Reads and contributes articles to the County Newsletter. Reads the IAHCE Newsletter (available online at www.iahce.org).

21. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

22. Studies and uses the IAHCE County Guidebook. An updated copy of the IAHCE County Guidebook is in the County 1st Vice President's possession and is also available online at www.iahce.org.

23. Keeps a file of useful/up-to-date information and resource materials.

24. Transfers and explains materials to successor at end of term.

COUNTY FIRST VICE PRESIDENT

1. Performs duties of President if absent.

2. Is a member of the Executive Committee.

3. Serves as County HCE Education Committee Chairman. This committee is made up of all program directors (Cultural Enrichment, Family & Community Issues, International, and Public Relations). 1st-Vice President is an ex-officio member of each sub-committee.

4. May serve as a member of the University of Illinois Extension Council.

5. Works with the University of Illinois Extension Unit Leader and the HCE President to develop a calendar for program planning.

6. Holds as many program meetings as necessary to:
    a. Assess the program needs of the county.
    b. Try to incorporate state program issues.

7. Assists HCE Program Committee to relate their programs to the University of Illinois Extension Council.

8. Presents committee's recommendation to the County HCE Board for approval before proceeding with planning. Decisions are made by entire Board, not by committee.

9. Sends out letters to Unit 1st Vice Presidents with program survey suggestion and lesson sign-up sheets. May invite Unit 1st Vice Presidents and County Education Directors to a program planning meeting after survey completion.

10. Compiles the county program book (or works with the U of I Extension secretary) so it is ready for the printer by _____. (Obtains bid if not printed by U of I Extension.)

11. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org)

12. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

13. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. It is also the responsibility of the County 1st VP to add corrections/updates made by the State Board and share with the entire County HCE Board. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

14. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State 1st Vice President to implement state programs. Shares correspondence and materials from State 1st Vice President with County Board and/or County committee for consideration.

15. Keeps a file of useful/up-to-date information and resource materials.

16. Transfers/explains materials to successor at end of term.

LESSON PLANNING TIMELINE

University of Illinois Extension
And
Illinois Association for Home and Community Education (IAHCE)

January - December
Family & Consumer Science (FCS) team will deliver IAHCE recorded lessons as listed for current January - December recorded lesson schedule.

March
1st Vice President's Workshop at Annual Conference will choose the following year lessons. The IAHCE Extension liaison and IAHCE State 1st Vice President lead the discussion and voting. Two topics that relate to each FCS team will be selected - a total of six.

April – May
The FCS team will agree or disagree to the topics selected. If a disagreement exists, the FCS team will propose a different topic and the IAHCE Extension liaison will bring it to the IAHCE State 1st Vice President for discussion

August
FCS team will send out recorded lesson schedule for following year January - December to be available at the current year IAHCE District Workshops held in August.

November – December
IAHCE State 1st Vice President gets input from County 1st Vice Presidents concerning next year lesson topics. Each county will submit up to three topic requests that relate to each team (Nutrition & Wellness, Family Life and Consumer Economics). Extension liaison will also get input for the next year lesson topics from FCS team.

COUNTY SECOND VICE PRESIDENT

1. Is a member of the Executive Committee.

2. Serves as chairman of the county membership committee (Unit 2nd VP)

3. Meets with Unit 2nd Vice Presidents to set goals and organize plans to increase membership using the IAHCE Membership Plan as a guide.

4. Plans membership drives and promotions. These provide an opportunity to inform prospective members of the educational programs and activities available.

5. Informs County HCE members of their need to actively promote HCE membership. Informs County HCE members of upcoming membership drives.

6. Attends all county board meetings. Getting new members, will take the cooperation of the entire board. Reports recommendations of the membership committee to the board for approval before proceeding with plans.

7. Works with county 1st Vice President to develop innovative delivery methods to new audiences such as: Self-Study Lessons, Mailbox Members, Video Lessons, E-mail/Internet Lessons.

8. Develops target audiences for new members such as: Young Homemakers, Couples Clubs, Single Parents, Widow/Widowers, Physically/Mentally Challenged, Working Women and/or Parents, Newly Retired, Empty Nesters, Special Interest Groups. Suggest these alternative membership options to past members of the organization. Assists with organizing new units.

9. The IAHCE STATE DUES TRANSMITTAL AND YEAR-END MEMBERSHIP FORM will be distributed in the 2nd Vice President's Workshop at the District Workshop Meeting. (Please use this form for reporting year-end membership and dues. The State 2nd Vice President will fill in the membership total of your county as of December 31st of the preceding year.) *This form requires both the County 2nd Vice President and the County Treasurer to work together to compile Year-End Membership Report so that the numbers match the Treasurer's state dues report*. A copy of the report must be sent to your **IAHCE 2nd Vice President by January 5th AND THE CHECK AND FORM MUST BE SENT TO THE IAHCE TREASURER** (Names/addresses on page 1 of this Guidebook.)

10. Completes the IAHCE EDUCATION AWARD on the IAHCE REPORT FORM. Your county may enter for "Activities" in membership. NOTE: The IAHCE Report Form must be postmarked by January 5th and sent to the State 2nd Vice President whose name and address is listed on page 1 of this Guidebook.

11. Completes the County Application for Fifty-Year Membership Certificate and sends to the State 2nd Vice President by January 5th (for delivery at the March conference) or July 5 (for delivery at the August Workshop) whose name and address is listed on page 1 of this Guidebook. Members with 25, 50, and 5-year increments (after 50 years) of membership may receive certificates.

12. Responsible for county membership awards and new member recognition at County Annual Business Meeting.

13. Utilizes the County newsletter by submitting articles on a regular basis, including tips for the units on increasing membership and encouraging recognition of new members. Reads the IAHCE Newsletter (available online at www.iahce.org)

14. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

15. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

16. Attends the IAHCE District Workshop meetings and the IAHCE Annual Conference. Sharing information and ideas with other Illinois Counties might help to generate new members in your county. Assists State 2nd VP to implement state programs. Shares correspondence and materials from State 2nd VP with County Board and/or county committee for consideration.

17. Keeps file of useful/up-to-date information and resource materials.

18. Transfers/explains material to the successor at end of term.

Summary:
Membership is the responsibility of all members of the county organization. New members bring new ideas, fresh perspectives, and broadens the scope of our organization. HCE offers research-based programs to all people through our cooperation with the University of Illinois Extension. Belonging to HCE is a learning and rewarding experience.

Unit Members are individuals who belong to a county HCE Unit.

Mailbox Members are individuals who receive their educational lessons through the mail/email. They can be targeted groups, special interest groups, or individuals.

INFORMATION ON COUNTY MEMBERSHIP REPORT FORMS

County membership reports have been simplified. Only an annual report is required. At the District Workshop, the **IAHCE State Dues Transmittal and Year–End Membership Form** will be in your Membership Packet. In the workshop for Second Vice President we will go over the form.

Your IAHCE Second Vice President will place the starting figure on the report. **It is not to be changed!** If however, you find an error, contact your District Director or State Second Vice President and they will work with you to correct it.

You will need to keep track of the number of new members and the number you have lost in order to complete the form. Please be sure to give the correct number of units you have as an award is based on this information.

All you need to do to complete the form is to put in the number gained, the number lost, and the total number as of the correct date, as well as the number of units.

This system seems to be working. As with anything that undergoes a change, there have been a few problems, such as "old forms" being used or numbers changed.

Please remember the forms should go to the IAHCE 2nd Vice President, not the District Director!

NOTE: Copy the Membership Report Form from the Guidebook only if you have lost the original one given to you at District Workshop.

IAHCE STATE DUES TRANSMITTAL AND YEAR-END MEMBERSHIP FORM FOR COUNTY TREASURERS and 2ND VICE PRESIDENTS

This is the form to send in your state dues and report year end membership. Membership is determined as of the end of the calendar year December 31, _____. Verify your membership records with your county 2nd Vice President. You must agree on the same membership number. Please fill out the form with both signatures, complete name, and phone number. Mail your check and form by JANUARY 5, _____. Counties who fail to pay on time will be fined an additional $15.00 for reinstatement and will **NOT** be eligible for any awards (County of the Year, Education & CVH etc.).

TRANSMITTAL FORM: IAHCE dues payment for _____County _____District ____

COUNTY TREASURER

SIGNED: _____

NAME: _____

PHONE: _____

E-MAIL: _____

COUNTY 2ND VICE PRESIDENT

SIGNED: _____

NAME: _____

PHONE: _____

E-MAIL: _____

TOTAL MEMBERS ON DECEMBER 31, _____; _____
(Year)

Members Gained:

NEW members to HCE _____

Members transferring from other counties _____

Members re-activating membership (after 1 or more years) _____

TOTAL MEMBERS GAINED **+_____**

Members Lost:

Deceased _____

Failed to renew membership _____

Other (moved, etc.) _____

TOTAL MEMBERS LOST **- _____**

TOTAL MEMBERS ON DECEMBER 31, _____: **=_____**
(Year)

_____members at $8.00 per member = _____**State Dues.**

PLEASE MAKE CHECKS PAYABLE TO IAHCE

MAIL CHECK & FORM TO: Current IAHCE State Treasurer (page 1 of Guidebook)

2nd Vice President retain a copy for your records and mail a copy to IAHCE 2nd VP

Illinois Association for Home and Community Education

IAHCE Member of the Year

Honoring an Individual Proven to be an Outstanding HCE Member in their County/Community

County _____ District _____

County Member Nominee's Name _____

Address _____

Phone _____ E-Mail _____

Number of years as a Member of HCE (minimum of 5 years required for consideration) _____
Number of times attended HCE District Workshops _____ or IAHCE State Conference _____
Number of Certified Volunteer Hours (CVH) & donated to HCE for the recent Past five (5) years; list by year, please:

CVH Community hours:
Year 1 _____ Year 2 _____ Year 3 _____ Year 4 _____ Year 5 _____
CVH/HCE hours:
Year 1 _____ Year 2 _____ Year 3 _____ Year 4 _____ Year 5 _____

Offices & Committees – HCE County and/or State Board (Cannot nominate a current State Board Member)

_____

_____

_____

List HCE Community Involvement by nominee

_____

_____

_____

NAME and CONTACT INFORMATION OF PERSON SUBMITTING APPLICATION:

NAME_____

ADDRESS_____CITY_____

PHONE_____EMAIL_____

Nominating County must submit a 1 page, typed essay written by the Nominating County Board after interviewing their county choice for IAHCE Member of the Year.

The IAHCE Member of the Year Form and Essay must be postmarked to the IAHCE 2nd Vice President by October 1st to be considered.

GUIDELINES For IAHCE Member of the Year Nomination by a County

IAHCE Member County in good standing is eligible to submit only one (1) nomination per county, per year.

Nominating County must submit form and a one (1) page, typed essay written by the Nominating County Board after interviewing their county choice for IAHCE Member of the Year. The essay should clearly state why the Nominating County feels the nominee is deserving of this HCE honor. Must be signed and dated by President and 2nd Vice President.

Best Nominee will have been:

- a Member of HCE for five (5) or more years
- reported CVH hours to the HCE County and IAHCE State in the past 5 years
- held offices on the HCE County and/or State Board (cannot nominate a current State Board Member)
- involved in their county/community through HCE
- Attendance to District Workshop and State Conference

IAHCE Member of the Year Form and Essay MUST be postmarked by October 1st to current IAHCE 2nd Vice President. See page 1 of Guidebook for address. The IAHCE Membership Committee will select the nominee from applications received by postmarked date at the October Board Meeting. It is suggested it be sent by certified return receipt mail or signature confirmation.

Winner will be announced at the Tuesday Night Awards during Conference.

- Starting with 2021 Conference and each year thereafter
- Please encourage your nominee to attend the conference (it would be nice if they were present)
- One winner per District

MEMBERSHIP CERTIFICATE REQUEST FORM

COUNTY APPLICATION FOR MEMBERSHIP CERTIFICATE

NAME OF COUNTY_____DISTRICT_____DATE_____

Below are listed the names of members in our county who will be 25-year, 50-year or more (increments of 5 years) members of Illinois Association for Home and Community Education this year. [Members who have not previously received this certificate.]

NAMES ~~ Please print or type given name **[not Mrs. James Jones]** ***OF YEARS**

1. _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please duplicate this form before filling out and mailing – this same form will be used each year. *Fill out and duplicate for your records*. Then mail to the IAHCE SECOND VICE PRESIDENT.

To receive certificates at the March conference, this form MUST be postmarked by January 5.
To receive certificates at the August workshop, this form MUST be postmarked by July 5.

Mail form to the **IAHCE SECOND VICE PRESIDENT** whose name and address is listed on page 1 of this Guidebook.

COUNTY SECRETARY

1. Is a member of the Executive Committee.

2. Records the minutes of the County's HCE Board, Advisory Committee, Annual and Special Meetings. These records and other transactions for the county should be as accurate as possible because they are the history of the county. As history, these records should be kept in a safe place for future legal and historical purposes.

3. County Annual Meeting Minutes: The previous year's Annual Meeting Minutes should be printed in the next year's Annual Meeting Program booklet. There are two options:
    a. The minutes are read in entirety and corrected during the meeting.
    b. Minutes Committee is appointed during the Annual Meeting to review the minutes.

4. Prepares and keeps the record of each meeting.

5. Reads minutes which should be available to the members of the county before each meeting and should be checked for accuracy at each meeting.

6. Attaches financial, membership and other reports to the minutes.

7. Maintains in the secretary's book a list of the County's policies: general, financial and membership.

8. Provides board members with a current list of policies.

9. Knows where the important records and papers are kept.

10. Writes letters pertaining to the County's Board business.

11. Reads correspondence at meetings.

12. Maintains communication with unit secretaries.

13. Mails updated list of county officers – including name, address, phone number and date their term expires - to State Secretary and their District Director as soon after county Annual Meeting as possible. Name and address of State Secretary and District Director are listed on pages 1 and 2 of this Guidebook.

14. Keeps a record of board attendance.

15. Provides training of unit Secretaries each year during the County's Officer Training School or at the time designated by the County's HCE Board.

16. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org).

17. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

18. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

19. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State Secretary to implement state programs. Shares correspondence and materials from State Secretary with County Board and/or county committee for consideration.

20. Keeps a file of useful/up-to-date information and resource materials.

21. Transfers/explains materials to successor at end of term.

IAHCE Secretary Report Form

(Please send to the IAHCE Secretary on page 1 and your District Director on page 2 of the IAHCE Guidebook)

Year:	**County Name**					**District #**
Place:						
Day and Time:					**Month of Annual Meeting:**	
	(Ex: First Monday of Month)				**Month Officers Take Office:**	
OFFICE	**NAME**	**ADDRESS**	**CITY**	**ZIP**	**PHONE**	**E-MAIL**
PRESIDENT						
1ST VICE PRESIDENT						
2ND VICE PRESIDENT						
SECRETARY						
TREASURER						
CULTURAL ENRICHMENT						
FAMILY & COMMUNITY ISSUES						
INTERNATIONAL						
PUBLIC RELATIONS						
CVH						

(Use back side for more space.)

COUNTY TREASURER

1. Is chairman of the Finance/Budget Committee and meets with committee as often as necessary to make financial decisions/reports.

2. Is responsible for obtaining insurance/bonding as stated in the County's Bylaws.

3. Develops a plan for keeping accurate records of receipts and disbursements. Keeps the County's HCE account book and a file of all financial records.

4. Serves as a member of the Executive Committee.

5. Reports recommendations of the Finance/Budget Committee to the County's HCE Board for approval before proceeding with plans.

6. Prepares a proposed budget with the assistance of the Budget Committee for approval by the membership.

7. Is responsible for guiding the County Board regarding following the budget approved by the membership at the County Annual Meeting.

8. Presents bills, with necessary explanation, for approval by the HCE Board. Writes checks for bills incurred on order of the Board.

9. Reconciles bank balance with check book and ledger balance.

10. Prepares a monthly financial statement for Board meetings. Prepares an annual financial statement and presents it to the membership at the Annual Meeting per County's Bylaws.

11. Makes arrangements to have books audited and gives auditor's report to the County's HCE Board. Report to be presented to membership for approval per County's Bylaws.

12. Files necessary papers of incorporation as a non-profit organization and pays the filing fee as required by the State of Illinois.

13. Sends county contributions for the University of Illinois Trust Fund in accordance with the agreement.

14. Mails IAHCE dues based on December 31st membership figure by January 5th each year to IAHCE Treasurer. After the County 2nd Vice President completes the membership portion of the IAHCE State Dues Transmittal and Year-End Membership Form (page 13) please send this form with your payment of dues. All checks must be payable to IAHCE. The form is given to the County 2nd Vice President by the State 2nd Vice President.

15. Sends in Friendship Projects Funds, any International projects, Support Fund, Memorial and other special funds to IAHCE Treasurer by November 20.

16. Sends all sales tax as applicable to the State of Illinois Department of Revenue.

17. Collects all money in the county. (Unit 2nd Vice President may collect dues and have the Unit Treasurer write one check for all the dues or other board approved procedures.) *It is important to work with the 2nd Vice President to compile Year-End Membership Report so that the numbers match the Treasurer's state dues report*.

18. Provides training of unit Treasurers each year during the County's Officer Training School or at the time designated by the County's HCE Board.

19. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org).

20. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

21. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

22. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State Treasurer to implement state programs. Shares correspondence and materials from State Treasurer with County Board and/or county committee for consideration.

23. Keeps a file of useful/up-to-date information and resource materials.

24. Transfers/explains materials to successor at end of term.

(FINANCE COMMITTEE MAKE-UP IS OPTIONAL. It may include Executive Committee Members, Special Activities Chairman, and Ways & Means Chairman – if not the Treasurer.) (Refer to the County's Bylaws.)

Summary: If you have any problems in setting up records, preparing the annual budget, obtaining a sales tax number, FEIN number, etc., contact your IAHCE Treasurer whose name and address are listed on page 1 of this Guidebook.

IAHCE STATE DUES TRANSMITTAL AND YEAR-END MEMBERSHIP FORM FOR COUNTY TREASURERS and 2ND VICE PRESIDENTS

This is the form to send in your state dues and report year end membership. Membership is determined as of the end of the calendar year December 31, _____. Verify your membership records with your county 2nd Vice President. You must agree on the same membership number. Please fill out the form with both signatures, complete name, and phone number. Mail your check and form by JANUARY 5, _____. Counties who fail to pay on time will be fined an additional $15.00 for reinstatement and will **NOT** be eligible for any awards (County of the Year, Education & CVH etc.).

TRANSMITTAL FORM: IAHCE dues payment for _____County_____ District___

COUNTY TREASURER

SIGNED: _____

NAME: _____

PHONE: _____

E-MAIL: _____

COUNTY 2ND VICE PRESIDENT

SIGNED: _____

NAME: _____

PHONE: _____

E-MAIL: _____

TOTAL MEMBERS ON DECEMBER 31, _____; _____
(Year)

Members Gained:

NEW members to HCE _____

Members transferring from other counties _____

Members re-activating membership (after 1 or more years) _____

TOTAL MEMBERS GAINED **+_____**

Members Lost:

Deceased _____

Failed to renew membership _____

Other (moved, etc.) _____

TOTAL MEMBERS LOST **- _____**

TOTAL MEMBERS ON DECEMBER 31, _____: **=_____**
(Year)

_____members at $8.00 per member = _____**State Dues.**

PLEASE MAKE CHECKS PAYABLE TO IAHCE

MAIL CHECK & FORM TO: Current IAHCE State Treasurer (page 1 of Guidebook)

2nd Vice President retain a copy for your records and mail a copy to IAHCE 2nd VP

FRIENDSHIP PROJECTS FUND ONLY: TRANSMITTAL FORM

This is to be used when submitting your money collected for Friendship Projects Fund only. Please complete and enclose it with your check when sending the Friendship Projects Fund monies to the IAHCE treasurer. This must be **POSTMARKED BY NOVEMBER 20TH**. If the postmark is after that date, your county cannot take credit on the County of the Year forms for Friendship Projects Fund. Funds received up until December 31 will still be counted towards the year to date total for distribution.

PLEASE PRINT THE FOLLOWING INFORMATION:

COUNTY NAME: _____DISTRICT #_____

AMOUNT OF CONTRIBUTION: $_____

PERSON TO CONTACT IN CASE OF QUESTIONS:

NAME: _____

PHONE NUMBER: _____

PLEASE MAKE CHECKS PAYABLE TO: IAHCE

MAIL TO: Current IAHCE State Treasurer
(Found on page 1 of Guidebook – iahce.org)

COUNTY CULTURAL ENRICHMENT DIRECTOR

(Cultural Arts, Heritage Skills, Creative Writing and Textiles & Clothing)

1. Is a member of the Education Committee of which the 1st Vice President is Chairman.

2. With the help of the Education Committee, decides how Cultural Arts - Visual and Performing Arts and Printed and Applied Arts will be included in the county program – major lesson, special feature, chairman reports or special program.

3. Reports recommendations of the committee to the HCE Board for approval before proceeding with planning.

4. Conducts training meeting for Unit Cultural Enrichment Chairmen.

5. Establishes new learning opportunities to acquaint county members with all the areas of Cultural Enrichment, keeping the Education Committee program of action related to the IAHCE programs of action focus.

6. Keeps Unit members informed about the Cultural Enrichment programs, providing information for use at unit meetings.

7. Sends IAHCE Report Forms to the State Cultural Enrichment Director, reporting outstanding county-wide programs.

8. Encourages member participation in Community Arts Programs and inter-organizational cooperation in the Arts.

9. Shares artistic skills with all persons.

10. Conducts Cultural Enrichment contest at county level and takes charge of winning entries for state display at Annual Conference.

11. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org).

12. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

13. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

14. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State Cultural Enrichment Director to implement state programs. Shares correspondence and materials from State Cultural Enrichment Director with County Board and/or county committee for consideration.

15. Keeps a file of useful/up-to-date information and resource materials.

16. Transfers/explains material to the successor at end of term.

GUIDELINES FOR COUNTY CULTURAL ENRICHMENT DIRECTORS

Objective: Encourage appreciation of and participation in the arts, including visual, performing, printed and applied.

Many Cultural Arts programs can be integrated with other programs.

VISUAL ARTS:
Visit art galleries and museums.

PERFORMING ARTS:
Encourage attendance at and participation in theater and musical productions.

PRINTED ARTS:
Book reviews.
Read to children (i.e., in public schools).
Start a book club in your unit or county.
Encourage creative writing.

APPLIED ARTS:
Creating arts and crafts from any of the "Cultural Arts Show" categories.

EXHIBIT CATEGORIES FOR STATE/COUNTY CULTURAL ENRICHMENT DISPLAY (IAHCE ANNUAL CONFERENCE "CULTURAL ARTS SHOW")

CATEGORIES
To be determined each year by the IAHCE Cultural Enrichment Director, from the Applied Arts listing on page 27.

RULES
1. The number of entries per county will be 8 entries, one of which can be a quilt. No more than 4 entries per individual member.
2. Pieces entered must be the handwork of the exhibitor and finished within the past two years. Items entered in previous IAHCE shows are not eligible.
3. To enter, County Cultural Enrichment Director should send completed registration form from page 28 of the Guidebook to the IAHCE Cultural Enrichment Director, whose name and address are on page 1 of this Guidebook, postmarked by January 5th. Pick up exhibit tags and attach them securely to items when you check them in.
4. Items will be accepted Monday evening and Tuesday morning of conference and must be picked up by 10:00 AM Thursday morning.
5. Each county is responsible for getting its entries to and from conference.
6. IAHCE or the annual conference site, are not responsible for any lost, misplaced or broken items.

AWARDS
The "BEST OF SHOW" will be given to winners of each category voted on by a committee at conference. People's Choice ribbons will be given to the top 5 items voted on by the members of the conference.

IAHCE CULTURAL ARTS SHOW CATEGORIES

ARTS

100 Drawing (Pen & ink, pencil, charcoal, pastels, colored pencils)
200 Painting (acrylic, oil, watercolor)
300 3-D (carving, sculpting, leatherwork)
400 Mosaic (no kits)
500 Natural (made from nature items – leaves, twigs, nuts, stones, shells, etc.)
600 Recycled/Upcycled
700 Photography

TEXTILES

800 Hand Embroidery (basic, candle wicking, crewel, ribbon, smocking, needlepoint, cross stitch)
900 Machine Embroidery
1000 Other Needlework (felting, tatting, lace making, hardanger)
1100 Crochet Afghan
1200 Crochet Other
1300 Knitting Afghan
1400 Knitting Other
1500 Macramé
1600 Quilt, hand or machine pieced and hand quilted by HCE member
1700 Quilt, hand or machine pieced by member and quilted by non-member
1800 Quilt, machine pieced and machine quilted by HCE member
1900 Rug Making (woven, braided, hooked, punch needle)
2000 Sewing (apparel, accessories, basic sewing, embellished items)

CRAFTS

2100 Basketry/Caning
2200 Paper Crafts (card making, origami, quilling, paper tole, scrapbooking)
2300 Jewelry
2400 Ceramics/Pottery
2500 Glass (stained glass, blown glass, etched glass)

OTHER

2600 Home Décor (wall & door hangings, table runners, floral arrangements)
2700 Holiday Decorations, Christmas
2800 Holiday Decorations, all other
2900 Conference Theme (previous year)
3000 Country of Study (previous year)
3100 Kits (diamond painting, paint by number, embroidery kits, etc.)

IAHCE Registration for Cultural Arts Show

	District #		County		
	Exhibitor Name	Phone #	Category	Category #	Brief Description
1					
2					
3					
4					
5					
6					
7					
8					

COUNTY Cultural Enrichment Director's Name _____ Phone # _____
PLEASE RETURN BY JANUARY 5th TO THE STATE CULTURAL ENRICHMENT DIRECTOR BY EMAIL OR REGULAR MAIL
(You must enclose a self-addressed stamped envelope if by regular mail. IAHCE IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.)

IAHCE GUIDELINES FOR EDUCATIONAL DISPLAYS

Must have been an educational program in your county this past year.

This should be a county-wide program, not just for HCE Members.

Make sure the overall appearance tells the story and makes an impact!

Originality - was this totally your program or did you work with another group?

The display area is 3 feet by 4 feet. You can use stand-up posters and items from your program.

REGISTRATION EDUCATION DISPLAY

IAHCE ANNUAL CONFERENCE

County _____District # _____

Name of Program _____

Contact Person _____

Address _____ City _____ Zip _____

Phone __(_____)_____ E-Mail _____

Description of Program _____

_____

_____

This display can be 3 feet by 4 feet.

PLEASE RETURN THIS FORM BY JANUARY 5th TO THE FIRST VICE PRESIDENT WHOSE NAME AND ADDRESS ARE ON PAGE 1 OF THIS GUIDEBOOK.

COUNTY FAMILY AND COMMUNITY ISSUES DIRECTOR

(Family Living, Family Health, Food & Nutrition, Citizenship)

1. Is a member of the Education Committee, of which the 1st Vice President is Chairman.

2. With the help of the Education Committee, decide how Family Living, Health, Food & Nutrition, Citizenship, and 4-H and Youth will be included in the county program - major lesson, special feature, chairman reports, or as a special activity.

3. Reports recommendations of committee to the County's HCE Board for approval before proceeding with plans.

4. Serves as a resource person for Unit Chairmen.

5. Assumes responsibility for the flag and leads the pledge.

6. Reports correspondence from State Family and Community Issues Director to the county Committee and/or the HCE Board for consideration and action.

7. Makes requests to the State Director of these program areas for materials needed for the county program.

8. Conducts training meeting for Unit Chair of Family and Community Issues and 4-H and Youth Chairmen.

9. Sends IAHCE Report Forms to the State Family and Community Issues Director to report on outstanding county-wide programs in this area by January 5th.

10. Keeps a file of useful information resource material and the current "packet" from the State Family and Community Issues Director.

11. May work with the University of Illinois Extension Community Worker or Unit Director who is primarily responsible for the 4-H and Youth Program in identifying needs and to implement the 4-H Program.
12. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org)

13. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

14. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

15. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State Family and Community Issues Director to implement state programs. Shares correspondence and materials from State Family and Community Issues Director with County Board and/or county committee for consideration.

16. Keeps a file of useful/up-to-date information and resource materials.

17. Transfers/explains materials to successor at end of term.

State Suggested Programs:

FAMILY LIVING:

Action plan to increase young family membership (recruitment).
"Family Day" program to include spouse and children in an educational situation.
Weekly family night
"Make a Difference Day" as part of IAHCE Month or IAHCE Week.
Personal and/or home safety.
Child, adult or elder abuse programs.
Vehicle and/or farm implement safety.
Avoidance of con artists or scams.
Energy efficient applications for the home.

HEALTH, FOOD & NUTRITION:

Exercise programs for health and fitness (charity walks).
American Heart Association programs to educate others about heart disease and symptoms.
Organ and Tissue donation programs.
Blood Drives
In collaboration with local hospitals and/or health departments, provide breast cancer awareness and mammogram information.
Nutrition programs to educate others about reading nutrition labels and making healthy food choices.
Programs to educate others about fitness programs and/or online applications to track weight loss, exercise and calorie intake.

CITIZENSHIP:

Inform the public of the impact and importance of "Citizens' Power" in shaping the destiny of the community and nation.
Literacy programs for youth, adults and elderly with vision impairment.
Assistance programs for persons with chronic diseases/disabilities.
Drug and alcohol abuse programs.
Family and community values workshops.
Proper waste handling and waste management.
Adopt-a-Highway program.
Reduce-Reuse-Recycle (3 R's) program.
Community gardens.
Respect and handling of the American Flag.
Conservation of renewable resources (fuel, forest products, water, etc.).

COUNTY INTERNATIONAL DIRECTOR

1. Is a member of the Education Committee of which the 1st Vice President is chairman.

2. With the help of the Education Committee, decides how the International Program will be included in the county program, major lesson, special feature, chairman reports or special reports.

3. Reports recommendations of the committee to the HCE Board for approval before proceeding with planning.

4. Conducts training meeting for Unit International Chairmen.

5. Establishes new learning opportunities to acquaint county members with all the areas of the International Program, keeping the Education Committee program of action related to the IAHCE programs of action focus.

6. Keeps Unit members informed about the International programs, providing information for use at Unit meetings.

7. Sends IAHCE Report Forms to the State International Director, reporting outstanding county-wide programs.

8. Encourages member participation in community international programs and inter-organizational cooperation in the international program.

9. Applies for mini stipend for international programs.

10. Makes Units aware of "Friendship Projects Fund", Associated Country Women of the World and Country Women's Council Programs and other special International Projects.

11. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org).

12. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

13. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

14. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State International Director to implement state programs. Shares correspondence and materials from State International Director with County Board and/or county committee for consideration.

15. Keeps a file of useful/up-to-date information and resource materials.

16. Transfers/explains materials to successor at end of term.

State Suggested International Activities:

A. Support and promote ACWW and other international projects such as:

Illinois International Projects
Study of a selected culture/country each year
Friendship Projects Fund – sent to ACWW for global projects, collected from HCE throughout the state.
International 4-H/Youth Exchange programs
International Peace Garden – a continuing visual display of our effort to attain world peace and harmony.

ACWW ongoing and new projects
Women Feed the World - supports subsistence food production, cooperation and training in appropriate agricultural techniques.
Water for All – helps provide clean drinking water and finances basic sanitation projects.
Women Walk the World - marks ACWW Day, April 29, and promotes and supports the work of the organization.
Nutrition Education Fund - supports good nutrition, improved hygiene, and food production.
General Projects - support HIV/AIDS awareness, small business plans and skill training.

Other international projects

B. Conduct programs to educate about and interact with ethnic groups, sharing knowledge of necessary life skills.

C. Encourage members to participate in Associated Country Women of the World (ACWW) and Country Women's Council (CWC).

REMINDER: All money collected for INTERNATIONAL PROJECTS is to be sent directly to the IAHCE TREASURER. Identify the project and county who is sending the donation. DO NOT SEND MONEY TO THE INTERNATIONAL EDUCATION DIRECTOR. All money must be received postmarked to the State Treasurer by November 20th to be included in the annual report

NOTE: Send the International **IAHCE Educational Award Form**, no later than January 5th, to the International Director whose name and address is on Page 1 of this Guidebook.

COUNTY INTERNATIONAL MINI-STIPEND

All information must be completed for the INTERNATIONAL MINI- STIPEND to be considered. Please type and use additional pages to answer 3.

1. PROJECT TITLE_____

   DATE OF PROGRAM_____

2. PROJECT PERSON/ INTL. DIRECTOR_____

   ADDRESS_____

   PHONE_(_____)_____COUNTY_____DISTRICT_____

3. PROJECT GOALS AND TIMETABLE: The goal of this project is to increase interest and participation in the International Programs by offering MINI-STIPENDS in the amount up to $50.00 each. Recipients will be chosen from counties who complete the application and program following the established guidelines listed below.

4. When you have concluded your program, return one copy of your Mini–Stipend form and a completed IAHCE Report form due by January 5th to the International Director whose name/ address is on page 1 of this Guidebook.

GUIDELINES: Define the project goals and include the number of persons (members and non-members of HCE) reached. Estimate percentage of county membership. When using newspaper articles, include the circulation number of paper. Be specific, listing the tasks, timetable, budget and specific expenses. Describe how your committee and board will accomplish these goals and please include receipts. **Your program must have been held during this one calendar year (January 1 – December 31).**

Mini-Stipends is made available for expenses incurred for materials, speakers, postage, facilities, publicity, telephone and transportation. Skill, talent and time are to be donated by HCE Committee. Monies for stipends are from the International Project Fund, which comes from the portion of Friendship Projects Fund kept in Illinois. The number of the Mini-Stipends awarded each year may vary due to available International Project Fund monies.

_____

SIGNATURE OF COUNTY INTERNATIONAL DIRECTOR DATE

ASSOCIATED COUNTRY WOMEN OF THE WORLD

ACWW Connects and Supports Women and Communities Worldwide

APPLICATION FORM FOR INDIVIDUAL MEMBERSHIP OF ACWW (Category 5)

Central Office: info@acww.org.uk

SECTION 1: CATEGORY 5 - Membership Fees are due for renewal on 1st January each year

Category 5 members (formerly as Category IVb):

- You are an individual interested in the work and activities of ACWW
- You may attend Triennial World Conferences and Area Conferences
- You will receive a copy of The Countrywoman Magazine each quarter, and an Annual Report

SECTION 2: CONTACT DETAILS (Please ensure you inform ACWW Central Office if you change contact details)

DATE OF APPLICATION _____/___/___New Member _____ Renewal _____

TITLE: Mrs.____ Miss____ Ms ____ Dr____ Other _____

SURNAME/FAMILY NAME: _____

FIRST NAME(S) _____

POSTAL ADDRESS: _____

ZIP/POSTAL CODE: _____ COUNTRY _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____ CELLPHONE NUMBER_____

DO YOU WANT TO RECEIVE THE ACWW E-NEWSLETTER? YES____ NO ____

DO YOU BELONG TO AN ACWW MEMBER SOCIETY? YES____ NO ____

IF YES, WHICH SOCIETY? _____

SECTION 3: PAYMENT 1 Year - $27.00 (for 3 year, check www.ACWW.org)

There is a 4% charge for Credit Cards.

HOW ARE YOU PAYING: Check payable to ACWW_____ Credit Card _____

Online Payment _____ Bank Transfer _____

1 Year _____ 3 Years _____

CREDIT CARD NUMBER _____ EXPIRES: _____

CSV: _____ 3 Digits on the back of the card.

Please send your completed application form and fee to:

ACWW The Foundry 17 Oval Way London SE11 5RR United Kingdom

COUNTY PUBLIC RELATIONS DIRECTOR

1. Is a member of the county Membership and Education committees.

2. Serves as an ex-officio member of all-important committees to gain publicity information.

3. Writes all the news of the County Association for local newspapers, radio and TV stations. (Unit Public Relations to write regular articles for local newspaper and/or county newsletter)

4. Compiles the County Historical Book or assists the Historian. (Though no longer judged, these should be kept current and ready to exhibit when invited to do so.)

5. Trains Unit Public Relations chairman. The person should:
    a. Become acquainted with local news media personnel and to learn the type of news each prefers and can use.
    b. Attend State Public Relations Workshops.
    c. Use the IAHCE Guidebook for reference.

6. Keep all members informed of county activities through a regularly published county newsletter. (If P/R officer and Newsletter editor is not the same person, they should work closely to put out an effective and informative county newsletter.)

7. Promote subscriptions to the IAHCE NEWSLETTER and (ACWW) COUNTRYWOMAN. Set up subscription table at all county functions.

8. Send all subscriptions to the IAHCE Subscription Chairman. Keeps County Board subscriptions updated after Annual Meeting elections. (If paid by County HCE). Subscription Form is found following this Public Relations section.

9. Keep a list of subscribers to these publications and report changes of address. Remind subscribers to renew.

10. Recognize unit/individuals for outstanding Public Relations work.

11. A Public Relations report can be submitted yearly on IAHCE Report Form for Education Awards (page 66 of this Guidebook) to the IAHCE Public Relations Director (name and address on page 1 of this guidebook), **prior to January 5th** each year. There are two (2) categories for Public Relations:
    a. IAHCE Week/Month – report what your county did to celebrate IAHCE Week/Month.
    b. Public Relations – could be several activities that your county held. To be eligible, you must send not less than three (3), nor more than six (6) of your county's newsletters that were published in the last year. Also send a report of what your county has accomplished in the last year.

12. Keeps a file of useful information and develops the County's P/R Book.

13. Publishes guidelines for IAHCE Scholarships yearly in county newsletters.

14. HCE Week/Month Chairman. HCE Week/Month is a great opportunity to promote and stimulate interest in non-members, create public awareness as to purpose and standing of our organization, have counties unite in a statewide promotion of IAHCE goals, utilize the current theme designated by the IAHCE Board each year, proclaim HCE Week as the first week after the first full week in October so counties can schedule a full program of events around the date and encourage participation from all segments of the community. (See below for suggestions.)

15. Video tape educational programs and special events and make the tapes available for loan throughout your county office, library, etc.

16. Always be on the look-out for new ways to publicize and promote our organization's activities.

17. Always accentuate the positive.

18. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org)

19. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

20. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

21. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State Public Relations Director to implement state programs. Shares correspondence and materials from State Public Relations Director with County Board and/or county committee for consideration.

22. Keeps a file of useful/up-to-date information and resource materials.

23. Transfers/explains materials to successor at end of term.

HCE WEEK SUGGESTIONS:

1. Suggest that your board organize a special committee to plan activities.
2. Develop a publicity campaign. Use all available forms of media.
3. Have proclamations signed by mayors or other county officials to declare a county HCE Week.
4. Host a brunch/gathering so interested parties can get acquainted with our organization and perhaps become new members.

5. Recognize local businesses or organizations who have been supportive and give them a "FRIEND OF HCE AWARD".
6. Host a community forum or symposium on a county concern or issue, i.e. environment, childcare, children, TV, 911, etc.
7. Make a public relations video on a current theme activity.

IAHCE NEWSLETTER

DEADLINE DATES:

April 1 for May (Spring) mailing)
July 1 for August (Summer) mailing
October 1 for December (Winter) mailing

If your article is not received before the deadline (postmarked by the due date) there is no guarantee that it will appear in that issue. Same deadline dates apply to Subscriptions!

State Newsletter will be available at www.iahce.org the first day of May, August and December.

PREFERRED WAY IS TO SEND ALL ARTICLES TO THE STATE PUBLIC RELATIONS DIRECTOR BY E-MAIL OR TYPED. The preferred way to send your articles is to be sent by e-mail to the Public Relations Director. Address of the Public Relations/Newsletter Editor is found on page 1 of this Guidebook. When sending by e-mail write the article in a word document and then attach to your e-mail. A double spaced, typed article is the next best way to send your article. If you cannot type, see if you can find someone in your county who does type. This will require some advanced planning on your part-plan far enough in advance to give your article the time and attention it deserves. Typing the articles will insure the correct spelling of names and other pertinent information. Your article will still be acceptable if written legibly.

SUGGESTED ACTIVITIES:

1. County PR or appointed person should see that regular articles are properly prepared and sent to the Editor on programs and activities in which your county has participated.
2. Outstanding members and members who have seen many years of service should be recognized by having their county send in an article about their accomplishments.
3. PHOTOGRAPHS:
    a. Pictures that tell a story are always welcome with the stories.
    b. Limit is one or two pictures per article
    c. Please examine the photos before sending them in. Consider if it is of a quality that will reproduce well in the newsletter. NEWSPAPER PHOTOS AND COPY MACHINE PHOTOS DO NOT REPRODUCE WELL - do not be upset if the quality in the newsletter is not up to standard. DO NOT SEND NEGATIVES!
    d. Place name and address on back of your photos. They will be returned to you either at the District Meeting or Annual Conference. (Self-addressed stamped envelope can also be used.

IAHCE NEWSLETTER SUBSCRIPTION FORM

IAHCE NEWSLETTER **1 year - $15.00** **Due: January 5**

PLEASE PRINT OR TYPE:

NAME _____

ADDRESS_____ADDRESS CHANGE_____

TELEPHONE W/AREA CODE_____

E-MAIL ADDRESS_____

CITY_____STATE_____ZIP CODE_____

COUNTY_____DISTRICT_____NEW_____RENEWAL_____

AMOUNT ENCLOSED $_____

Checks made payable to **IAHCE**.

Send checks with your address, county, telephone (including address changes) to:
IAHCE Treasurer - Name and address is on page 1 of this Guidebook.

THERE CAN BE NO REFUNDS OR NAME SUBSTITUTIONS WITH THE SUBSCRIPTIONS. PLEASE DO NOT ASK.

****

THE NEWSLETTER RATE IS $15 PER YEAR, BASED ON THE CALENDAR YEAR JANUARY THROUGH DECEMBER. SUBSCRIPTIONS ARE DUE JANUARY 5 EACH YEAR.

****

DATES ARTICLES DUE AND NEWSPAPER MAILINGS:

ARTICLES DUE - April 1 for May (Spring) mailing
July 1 for August (Summer) mailing
October 1 for December (Winter) mailing

PLEASE DUPLICATE THIS PAGE FOR EACH SUBSCRIPTION ORDERED.

COUNTY CERTIFIED VOLUNTEER HOURS (CVH) DIRECTOR

(Optional position – can be non-board position)

1. Is a member of the Membership Committee of which the Second Vice President is chairman.
2. Encourages member participation in Volunteer activities.
3. Helps members to recognize their personal growth in volunteer skills.
4. To promote countywide volunteering.
5. To show members the valuable and essential services rendered by volunteers.
6. To encourage the members to understand the CVH program.
7. To encourage them to keep track of their hours.
8. To help Unit CVH officer to teach members how to fill out individual CVH Summary.
9. To fill out County Summary Sheet and send to IAHCE CVH Director.
10. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org)
11. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.
12. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.
13. Attends IAHCE District Workshop and the IAHCE Annual Conference. Assists State CVH Director to implement state programs. Shares correspondence and materials from State CVH Director with County Board and/or county committee for consideration.
14. Keeps a file of useful/up-to-date information and resource materials.
15. Transfer/explain material to the successor at end of term.

CERTIFIED VOLUNTEER HOUR (CVH) PROGRAM

HISTORY

This program was previously called the Certified Volunteer Unit (CVU) Program. A Certified Volunteer Unit (CVU) was similar to the (CEU) Continuing Education Unit used to recognize individuals for completing adult and continuing education programs. In the past it was used for homemakers without any higher education or work experience to gain employment. A CVU is equivalent to 10 hours of volunteer time. Since CVU's are no longer used by the homemaker today to gain employment, it is felt by this 2009 IAHCE Board that volunteer hours should be recognized rather than the confusing volunteer unit system.

WHAT IS A CVH?

A Certified Volunteer Hour is an hour spent in preparing to conduct a volunteer activity and an hour spent directly in volunteer work. Both of these activities can be counted. Hours of service include time devoted to the county and state Home and Community Education organization as well as other volunteer groups. For example – hospital, school, church, senior citizens, scout leader, 4-H, civic, etc.

WHO CAN PARTICIPATE?

All Illinois Association for Home and Community Education members may participate. Participation is voluntary. Each person that participates is responsible for keeping his/her records of volunteer service.

WHAT IS THE PURPOSE OF THE CVH PROGRAM?

The program is intended to help you recognize your personal growth in volunteer leadership skills. It also recognizes and enhances self-esteem for participating members. This program is also a way of showing appreciation for valuable and essential services rendered by volunteers.

WHAT DOES NOT COUNT TOWARD A CVH?

Anything that is done for a family member.

WHAT COUNTS AS VOLUNTEER TIME?

The time you contribute without pay to others through HCE (unit, county, state) and activities in other organizations count as volunteer time. You cannot receive any pay for your work, but you can be paid for your out of pocket expenses while serving as a volunteer. It is the service to others that must be voluntary.

WHAT ARE THE CATEGORIES OF VOLUNTEER SERVICE?

1. Teaching and training – Includes all activities directly or indirectly related to teaching or training, telling or demonstrating specific skills or information. The initial presentation should include preparation time. Subsequent preparation should include only actual time spent in delivery of lesson.
   Examples:
   - Preparing curriculum materials for training.
   - Delivering a training session or lesson.
   - Presenting a planned demonstration.
   - Presenting a talk to an organization.
   - Training officers and education program chairmen.
   - Developing or writing handbook, training guides, promotional materials, brochures, and questionnaires.
   - Evaluating, analyzing and summarizing results and survey documents.

2. Public Relations –Includes all activities directly related to publicizing, promoting and/or improving the image of a specific individual, organization, or agency either locally, statewide, or nationally as part of a planned program or project.
   Examples:
   - Writing and/or delivering a radio or TV production.
   - Coordinating a speaker's bureau.
   - Speaking at an organizational meeting.
   - Preparing brochures, posters, and newsletters.
   - Speaking at governmental meetings.
   - Recruiting new members.
   - Conducting oral history projects.

3. Administration, Organization and Management – Includes all activities directly or indirectly related to organizing, managing or coordinating the activities of a project or service as an officer or chairing a committee within a unit, county, or state HCE. Serving as an officer or chairman in another volunteer organization also counts.
   Examples:
   - Serving as an officer or chairman for an HCE unit, county association, or other volunteer groups.
   - Organizing a fund-raising drive.
   - Managing the budget for an activity, project, or fund-raising drive.

WHAT ARE THE CATEGORIES OF VOLUNTEER SERVICE?

- Organizing a telephone survey.
- Organizing a petition to government officials.
- Organizing a membership recruitment drive.
- Organizing a community improvement project.
- Facilitating arrangements for an event (contacting speakers, making physical arrangements, etc.).

4. Other Community Service – Includes all activities directly or indirectly related to serving or providing services to other persons in a specific client population, the community at large, state, or region.

Examples:

- Organizing and participating in fund raising for community projects.
- Participating in community improvement projects, such as crime watch, neighborhood cleanup campaigns, supporting volunteer fire departments and rescue squads.
- Providing companionship for shut-ins and aged.
- Giving telephone guidance and reassurance (hot lines).
- Adopting an underprivileged family and serving as a problem solver for them.
- Stimulating community interest in government.
- Assisting in voter registration.
- Engaging in lobbying and proposing legislation.
- Serving on advisory bodies to government.
- Organizing self-help groups.
- Forming coalitions for planning and action.
- Participating in club or community efforts to appreciate people of different races, cultures, or locations.
- Promoting urban/farm youth and family exchange visits.
- Other (specify) (i.e. Religious organization service activities such as food pantry, clothing exchange, recycling, etc., which serve others.)

HOW DO I RECORD MY VOLUNTEER TIME?

You will have to develop a system that works for you and discipline yourself to use it. Use a pocket calendar, appointment book, or index cards to record volunteer service information. Carry it with you at all times for recording dates and activities on the road.

INDIVIDUAL VOLUNTEER HOURS RECORD SHEET

IAHCE Individual Volunteer Hour Summary

Unit Name_____ Member Name_____ Year_____

Monthly Hours	HCE Hours +	Other Hours	= Total Hours	List Locations Volunteered - PLEASE PRINT
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
TOTALS				

The time equation is simple:
(activity time) + (travel & preparation time) = # of hours

Total Hours:_____ Signature of Unit CVH chair_____

Address_____

Phone_____ E-mail_____

CERTIFIED VOLUNTEER HOURS MADE EASY

The equation is simple: (the activity) + (travel and preparation) = number of hours.

If your activity requires an overnight stay (such as IAHCE Annual Conference), only your sleeping time is not included in your number of hours.

Yes, you, as a member of HCE, are a volunteer. You attend your unit meetings and you attend other activities: Lessons for Living, Membership Tea, etc. Take a sheet of paper and label it "(Your Unit's name) HCE Unit". Keep a running list of each activity and its hours for HCE.

Do you serve on the County HCE Board? If so, take a separate sheet of paper and label it "(Your) County HCE Board". Activities here would include County Meetings, District Workshops, IAHCE Annual Conference, and your County Board work. As with your unit work, keep a running list.

Do you volunteer at a nursing home or hospital? Make a separate sheet for each category.

Your church work and church groups count also, as well as with any other volunteer club.

Did you help 4-H or serve as a judge for the County Fair? Do you volunteer for PADS, FISH, or BEDS? Do you assist a friend or neighbor? Are you involved in Hospice?

By now, you should get the gist of keeping your CVH hours. The categories are endless. Only family activities do not count. Keep all of your sheets together.

Note: A member submitting their volunteer hours may claim up to the last 3 years of volunteer time not previously reported. Names of people with hours over 1000 for current year will be in the newsletter. Previous years will count for individual to receive certificate and seals. The Certificate of Recognition will be issued for the first 500 hours. For each additional 500 hours an embossed seal will be issued for you to attach to your certificate. The Certificate and 4 seals represent 2500 hours of volunteer service.

At the end of the year, transfer monthly totals to your Individual Volunteer Hour Summary sheet (page 56). Complete this sheet and give to your unit CVH chairman in December.

Unit chairman will pass individual summaries to the county CVH director (or county president if no county director).

County CVH director (or president) will fill out County Volunteer Hours Summary (page 56) rounding up partial hours and listing members alphabetically by last name.

Fill out completely and send to state CVH director on or before January 5th deadline.

State IAHCE CVH/Sales director is listed on page 1 of Guidebook.

COUNTY VOLUNTEER HOURS SUMMARY SHEET

County_____ District_____ Year_____ Page _____ of _____

LIST EACH COUNTY MEMBER INDIVIDUALLY BELOW WITH THAT PERSON'S HOURS FOR THE YEAR:
Please use separate form for reporting hours from past years (only go back 3 years)

PLEASE PRINT List members in alphabetical order by last name	HCE Hours +	Other Hours =	Total Hours
TOTAL EACH COLUMN: Column 1 & Column 2, when added together, should equal the total in Column 3	COLUMN 1	COLUMN 2	COLUMN 3

PLEASE USE ADDITIONAL SUMMARY SHEETS AS NEEDED

County CVH chair signature/address_____

Phone_____ E-mail_____

SPECIAL ACTIVITY CHAIRMAN OF COUNTY HCE

(Optional position – can be non-board position)

1. Acts as chairman of Special Events and other special money-making projects.

2. With help of the Education Committee, determines special activities that are needed in the county program. The number of special activities (such as recreational events, tour, homemaker's camp, etc.) will determine the number of committee members needed.

3. Discusses special activities with the HCE President and Board.

4. Reports recommendations of the special activity committee to the HCE Board for approval before proceeding with plans.

5. Assumes responsibility for facilities and arrangements for the special activities.

6. Keeps Public Relations Chairman informed of activities and the role that she (he) will play in the advertising of such events.

7. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org)

8. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

9. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

10. May attend IAHCE District Workshop and the IAHCE Annual Conference. Assists State/County Director to implement state/county programs. Shares correspondence and materials from State/County with County Board and/or county committee for consideration.

11. Keeps a file of useful/up-to-date information and resource materials pertaining to special activities in the county.

12. Transfers/explains material to successor at end of term.

COUNTY WAYS AND MEANS CHAIRMAN

(Optional position – can be non-board position)

1. Is in charge of County HCE fundraising projects.

2. Is a member of the Finance/Budget committee.

3. Works with the County HCE Treasurer.

4. Reports recommendations to the Finance/Budget Committee and the HCE Board for approval before proceeding with plans.

5. Prepares a proposed budget for each project with the assistance of the Budget Committee.

6. Presents bills, with necessary explanation, for approval by the HCE Board.

7. Prepares a financial statement for Board meetings while fundraising is in progress. This becomes property of the County HCE Treasurer.

8. Reads and contributes articles to the County Newsletter and the IAHCE Newsletter (available online at www.iahce.org)

9. Studies and uses County Constitution, Bylaws, Standing Rules, and Policies.

10. Studies and uses IAHCE County Guidebook as a reference to perform the duties of the job. An updated copy of the IAHCE County Guidebook is in the County 1st VP's possession and is also available online at www.iahce.org.

11. May attend IAHCE District Workshop and the IAHCE Annual Conference. Assists State/County Director to implement state programs. Shares correspondence and materials from State/County Director with County Board and/or county committee for consideration.

12. Keeps a file of useful/up-to-date information and resource materials.

13. Transfers/explains materials to successor at end of term.

(FINANCE COMMITTEE MAKE-UP IS OPTIONAL – but may include Executive Committee Members, Special Activities Chairman and Ways & Means Chairman – if not the Treasurer.)