

# FAHCE HANDBOOK

## 2007

Florida Association for  
Home and Community Education

### Mission Statement

*The Mission of HCE is to strengthen individuals, families and communities  
through Education, Leadership and Action.*



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## **The Mission of FAHCE is...**

To strengthen individuals, families and communities, through  
EDUCATION ■ LEADERSHIP ■ ACTION

### **FAHCE Creed**

Author: Barbara Tillman 1993

Let me be:

Eager to learn  
Determined to succeed  
Useful to my fellow man  
Community oriented  
Active in my organization  
Trained to teach  
Open to new ideas  
Ready to serve

**Then I will have earned the honor of being an EDUCATOR.**

### **FAHCE Motto**

Character, Courage, Culture, Citizenship,  
Cooperation

### **Colors**

Blue and Gold

### **FAHCE Club Prayer**

Keep us, O God, with clear minds  
That we may speak and do only good,  
Let each day be for us another day of learning,  
And give us the humility to want to learn.  
Help us to judge others as we would be judged,  
And help us not to seek for fault.  
Let us meet our problems honestly,  
For it is the little things that create difference.  
As we prepare our families for their daily  
bread,  
Do not let us forget there is also a spiritual  
bread.  
And help us remember, O God, that no matter  
How large or small our homes,  
They are only as large or small in spirit as we  
make them.  
Help us always to be kind and humble,  
Through proud of our power as the balance  
wheel  
Of our homes, our communities and our  
nation.

### **FAHCE Song**

(Sung to the tune of On Top of Old Smokey)

Our name we are proud of  
F. A. H. C. E.  
We're here to help others,  
Like you and like me.

We make things for others,  
We visit and read.  
Have HCL sessions,  
To teach and to lead

Share love and affection  
With all whom we see.  
An example to others  
Of what one can be.

Invite friends to join us,  
And join in our quest.  
To make it well known,  
That we are the best.

Repeat first verse.

**Words by: Betty Osmondson. 1998**

## About Our Organization

The goal of Home & Community Education (HCE) is to strengthen individuals, families and communities through Education, Leadership and Action. HCE members have cared about families and communities for more than 80 years. Since 1934, HCE members in Florida have named and understood the issues of the day and worked to help families gain control. They have worked together to start the school lunch program, put ratings on TV programs, get seat belt laws on the books, activate rural bookmobiles, reduce estate taxes, and countless other projects.

Members also enjoy affiliation with the Country Women's Council (CWC) and the Associated Country Women of the World (ACWW), which is the largest international women's organization in the world.

HCE members are volunteers and the work performed is valuable to the community. The University of Florida and the Department of Agriculture Extension Service receive reports of the contribution FAHCE members make to use in reports to the state and national government. Volunteers are recognized for their efforts.

HCE members also have many opportunities to continue their education, develop leadership skills and participate in community action -- as well as enjoy the social and cultural aspects of their clubs.

## Organization

The Florida Association for Home & Community Education, Inc., (FAHCE) is headed by a Board of Directors, which meets three times a year, including a Business Meeting at the State Conference in October. The Advisor is Nayda I. Torres, Ph.D., IFAS/University of Florida. The state is divided into five HCE District Councils each representing several counties. Thirty-six counties have County Councils and most of them have University of Florida Agent Advisors. Clubs exist in many towns and the members may participate in local as well as county, state, and international events.

## Scholarship, Leadership, Friendship, and Caring

The FAHCE Foundation funds scholarships for deserving FAHCE and 4-H members, leadership training for FAHCE members, County Agent Advisor scholarships, and University of Florida Institute of Food and Agricultural Sciences (IFAS) major scholarships. Money is obtained by selling items to HCE members and by donations.

Nickels for Leadership are funds designated for leadership development. Funds have been provided for State Leadership Training scholarships to members.

Pennies for Friendship are collected and sent yearly to ACWW which depends on donations to continue vital work on behalf of women striving to improve the quality of family life in rural areas all over the world.

Aluminum for Ronald McDonald House is collected and turned in to a recycle center each year. Proceeds go to the Ronald McDonald House of Gainesville (or other Ronald McDonald House in Florida) for support of a home away from home for parents to stay while their child is in the Shands Hospital in Gainesville, Florida.

### Club Projects and Activities

Clubs members donate time and talent and treasure to places of need in their own communities.

## Honorary Members and Past Presidents

### HONORARY MEMBERS

1981	Mrs. Martha Woeste	Alachua County
1982	Ms. Waynell Tefertiller	Alachua County
1994	Dr. Doris A Thichenor	Univ. of Florida
1995	Dr. John T. Woeste	Univ. of Florida
1997	Dr. Nayda I. Torres	Univ. of Florida

### PAST STATE PRESIDENTS

1924-25	Ms. Henry Donaldson	Hillsborough County
1925-26	Ms. J. W. Bynum	Duval County
1926-28	Ms. Minnie Robinson	Citrus County
1928-29	Ms. I. C. Nelson*	Pinellas County
1929-31	Ms. D. W. Summer	Lee County
1931-34	Ms. R. Y. Burr	Dade County
1934-36	Ms. Louise I. Rowle	Palm Beach County
1936-37	Ms. Nellie Murphy	Dade County
1937-38	Ms. Amos Davis	Gadsen County
1938-39	Ms. G. J. Barstow	Palm Beach County
1939-41	Ms. Etta L. Genter	Alachua County
1(941) 43	Ms. Thelma Brown	Jefferson County
1943-46	Ms. Charles McClellan	Columbia County
1946-47	Ms. Ralph Erwin	Alachua County
	(Ms. Ralph E. Callon, First Vice President, served in the absence of Mrs. Erwin.)	
1947-48	Ms. M. F. Gran	Brevard County
1948-49	Ms. W. C. White	Marion County
1949-50	Ms. E. L. Chapman Harvey	Polk County
1950-52	Ms. Andrew E. Potter*	Pinellas County
1952-54	Ms. T. L. Hamiter	Alachua & Taylor Counties
1954-56	Ms. George H. Otto	Seminole County
1956-57	Ms. Roy T. Browning	Polk County
1957-59	Ms. M. T. Cruthchfield	Jackson County
1959-61	Ms. O. L. Ashmore	Pinellas County
1961-63	Ms. F. A. Bonifay	Escambia County
1963-64	Ms. E. B. McChesney	Alachua County
1964-66	Ms. O. F. Shepard	Gadsen County
1966-67	Ms. Cicely Post	Pinellas County
1967-68	Ms. Thelma Barnes	Duval County
1968-70	Ms. Barbara Corey*	Okaloosa County
1970-72	Ms. Margaret Senne*	Brevard County
1972-73	Ms. Ouida Roberts	Hardee County
1973-74	Ms. Marie Follette*	Hillsborough County
1974-75	Ms. Lillian Abbott*	Lee County
1975-76	Ms. Louise McClain	Polk County
1976-77	Ms. Betty Bolin	Highlands County
1977-79	Ms. Frances Jordan	Escambia County
1979-81	Ms. Louise Lindberg*	Duval County
1981-83	Ms. Betty Mintz	Orange County
1983-85	Ms. Aurelia Mead	Escambia County
1985-86	Ms. Alice Rice*	Lee County
1986-89	Ms. Amy Jo Thompson	Polk County
1989-93	Ms. Mary Davis	Orange County
1993-95	Ms. Gloria Jasinski	Pasco County
1996-97	Ms. Marcia Strom	Hillsborough County
1998-99	Ms. Betty Osmondson	Santa Rosa County
2000-01	Ms. Jeanne Mathews*	Hillsborough County
2002-03	Ms. Carolyn Storts	Lake County
2004-06	Ms Sylvia Coryell	Lake County

\*Denotes Deceased Member

# State Board of Directors and Chairs

## Executive Committee

<b>President</b> 2007-08	<b>Gloria Jasinski</b> 5562 CHARLESTON AVE TAVARES FL 32778-9284	<b>District IV, Pasco County</b> Phone/Fax: (352) 343-7126 Email: <a href="mailto:cjgj@juno.com">cjgj@juno.com</a>
<b>Past President</b> 2006	<b>Sylvia Coryell</b> PO BOX 560457 MONTVERDE FL 34756	<b>District III, Pasco County</b> Phone: (407) 469-2783 Email: <a href="mailto:scoryell2000@cs.com">scoryell2000@cs.com</a>
<b>Vice President</b> 2006-07	<b>Jackie Osterman</b> 18513 OTTERWOOD TAMPA FL 33647-1834	<b>District IV, Hillsborough County</b> Phone: (813) 973-3829 Email: <a href="mailto:jost@tampabay.rr.com">jost@tampabay.rr.com</a>
<b>Vice President Of Programs</b> 2006-07	<b>Nancy O'Hara</b> 1309 RILA ST. S.E. PALM BAY FL 32909-6451	<b>District III, Brevard County</b> Phone/Fax: (321) 951-3683 Email: <a href="mailto:nohara320@aol.com">nohara320@aol.com</a>
<b>Secretary</b> 2006-07	<b>Carolyn Storts</b> 39920 EMERALDA ISLAND RD LEESBURG FL 34788-8934	<b>District III, Lake County</b> Phone: (352) 669-7270 Email: <a href="mailto:canddstorts@aol.com">canddstorts@aol.com</a>
<b>Treasurer</b> 2004-07	<b>Helen West</b> PO BOX 155 GEORGETOWN FL 32139-0155	<b>District III, Putnam County</b> Phone : (386) 467-2533 Email: <a href="mailto:ladybuglady@msn.com">ladybuglady@msn.com</a>

## Advisors

<b>University Of Florida Professor And Chair, Department Of Family, Youth, and Community Sciences Assistant Dean - Extension, Family, and Consumer Sciences Programs</b>	<b>Dr. Nayda Torres</b> 3001 McCarty Hall PO BOX 110310 GAINESVILLE FL 32611-0310	Phone: (352)392-1778 x221 Fax: (352)846-3774 Email: <a href="mailto:nitorres@ifas.ufl.edu">nitorres@ifas.ufl.edu</a>
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**FAHCE Agent  
Representative**

## District Presidents

**District I**  
2005-07

**Marjorie Galant**  
782 S. SILVER LAKE RD.  
FOUNTAIN, FL 32438-5213

**Bay County**  
Phone: (850) 722-4651  
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**District II**  
2007-08

**Claudia Smedley**  
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**District III**  
2006-07

**Betty Kimes**  
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**Putnam County**  
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**District IV**  
2007-08

**Joe Kadjeski**  
13220 112<sup>th</sup> ST. NORTH  
LARGO FL 33778

**Pinellas County**  
Phone/Fax: (727) 585-9692  
Email: [jjkadjeski@verizon.net](mailto:jjkadjeski@verizon.net)

**District V**  
2004-06

**Lynda Young**  
3005 SE 22ND PLACE  
CAPE CORAL FL 33904-4030

**Lee County**  
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Email: [lynda4123@msn.com](mailto:lynda4123@msn.com)

### FAHCE Foundation Chair

**Foundation**  
2003-2006

**Carol Hommema**  
1169 WARE AVE  
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**District V, Charlotte County**  
Phone: (941) 625-8421  
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### FAHCE State Chair

**Outreach News**

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**HCL**

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**Membership and CVU  
(Vice President)**

**Jackie Osterman**  
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**Cultural Arts and  
County Scrapbooks**

**Dorothea (Dot) Wert**  
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LONGWOOD FL 32779-3018

**Phone: (407) 333-0209**

**State Scrapbook**

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**State History**

**State Handbook**

**Pop Tops**

**Sylvia Coryell**  
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**Annual District Meeting: Third Wednesday of January**

**FAHCE District I**

**District I Officers**

**President**

Marjorie Galant  
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**Secretary**

Melba Barley  
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**Vice-President**

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**Treasurer**

Deloris Mincey  
7105 POCAHONTAS ST  
PANAMA CITY FL 32404-8512  
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**District I Chairs**

**Foundation Board Member**

Lorraine "Birdie" Blaylock  
128 NEWCASTLE CIR  
FORT WALTON BEACH FL 32547-2310  
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**CVU Chair**

Doris Bauer  
644 COUNTRY CLUB AVE NE  
FORT WALTON BEACH FL 32547-1762

**HCL Chair**

Ruth Hertz  
330 SHORE DR SE  
FORT WALTON BEACH FL 32548-5715  
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## District I County Council Presidents

### **Bay**

Marjorie Galant  
782 S SILVER LAKE RD  
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[slvrlk700@cs.com](mailto:slvrlk700@cs.com)

### **Escambia**

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### **Holmes**

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### **Leon**

Bonnie Dixon  
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### **Okaloosa**

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### **Walton**

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### **Washington**

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[JLCorbus@ufl.edu](mailto:JLCorbus@ufl.edu)

**Annual District Meeting: Third Thursday of January**

**FAHCE District II**

**District II Officers**

**President**

Claudia Smedley  
13632 101<sup>st</sup> RD  
LIVE OAK FL 32060 6822  
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**Vice-President**

Nancy Verville  
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**Secretary**

Caroline Norton  
11311 NW 113TH CT  
CHIEFLAND FL 32626-2129  
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**Treasurer**

Miriam Hoffman  
6005 CATOMA ST  
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**District II Chairs**

**Foundation Board**

**Member**

**CVU Chair**

Margaret Norton  
11324 NW 113<sup>TH</sup> PL  
CHIEFLAND, FL 32626-2134  
(352) 493-9545

**District II County Council Presidents**

**Alachua**

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**Clay**

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**Duval**

**Valdeen Bassett**  
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**Jefferson**

**Shirley Widd**

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**Levy**

**Nancy Verville**

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**Bettye Bracewell**

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**Annual Meeting 4th Tuesday of January**

**FAHCE District III  
District III Officers**

**President**

**Foundation Board Member**

**Betty Kimes**  
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**Treasurer**

**Arlene Warnock**  
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DAYTONA BCH SHORES FL 32118-2301  
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**Secretary**

**HCL Board Member**

**Mae Scott**  
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**State Educational Program  
Director**

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**District III Chairs**

**Educational Program Chair**

**Helen West**  
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**CVU Chair**

**Donna Wolford**  
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**Parliamentarian**

**Lee Barlow**  
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**Camp Chair**

**Norma Tibbetts**  
110 HEATHTON ST  
GEORGETOWN FL 32139-2810  
(386) 467-2189

## District III County Council Presidents

### **Brevard**

#### **Jalene Crawford**

759 COTTBUS AVE., NW  
PALM BAY FL 32907  
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### **Citrus**

#### **Barbara Varavel**

200 FATHAM DR., LOOP #126  
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### **Hernando**

#### **Robin McAndrew**

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### **Lake**

#### **Carolyn Storts**

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### **Orange**

#### **Diane Burnett**

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### **Osceola**

#### **Grace Mann**

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### **Putnam**

#### **Norma Tibbetts**

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### **Seminole**

#### **Norma Martin**

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### **St. Johns**

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### **Volusia**

#### **Karen Russi**

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Annual Meeting 4th Wednesday in January  
FAHCE District IV

District IV Officers

**District President**

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**Vice President**

**Foundation Board Member**

**Penny Bucher**  
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**Parliamentarian**

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**Camp Chair**

**Shirley Barncord**  
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**Secretary**

**Betty Kadjeski**  
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**Treasurer**

**Dorothy Renshaw**  
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District IV Chairs

**HCL Board**

**Gloria Jasinski**  
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**CVU Chair**

**Jackie Osterman**  
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[jost@tampabay.rr.com](mailto:jost@tampabay.rr.com)

## District IV County Council Presidents

### **Hillsborough**

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# Bylaws and Standing Rules

## Bylaws

### ARTICLE I - NAME

The name shall be Florida Association for Home & Community Education, Inc., (FAHCE).

### ARTICLE II - OBJECT

The object of the Florida Association for Home & Community Education, Inc., shall be:

**Section 1.** To develop and strengthen adult education to improve the quality of living, in cooperation with the Cooperative Extension Service of the United States Department of Agriculture and the University of Florida.

**Section 2.** To provide the opportunity for educational volunteers to cooperate in Department of Family, Youth and Community Sciences and other educational programs, as our mission is to strengthen individuals, families and communities through:

CONTINUING EDUCATION  
DEVELOPING LEADERSHIP  
COMMUNITY ACTION

**Section 3.** To offer a means by which educational volunteers in cooperation with the Extension Service may interpret and promote programs of state, and international importance in the preservation of the American Home.

**Section 4.** To function as a non-profit corporation as defined under Section 501(c)(3) of the Internal Revenue Code.

### ARTICLE III - MEMBERSHIP

**Section 1.** State, District, County and Club Association for Home & Community Education.

**Section 2.** The types of membership shall be:

#### A. Individual Membership

For Club, County, District, State.

#### B. Associate Membership

State Council Associate Members that pay dues to State, District, and County will be members with all rights and privileges except to vote and hold office.

#### C. Honorary Membership

1. A person proposed for honorary membership in the State Council shall:
  - a. Have made a distinct contribution to human welfare that in some way strengthens home and family life.
  - b. Be recognized as a leader in her/his field of endeavor.
  - c. Have expressed an interest in the Council's objectives.
2. Honorary members shall be members of State Council only, with all rights and privileges of the State Council except the right to vote and hold office. They shall be exempt from the payment of dues and shall receive the "Florida HCE Outreach" newsletter.

**Section 3.** The Florida Association for Home & Community Education does not discriminate by sex, race, color, age, disabilities, religion or national origin. The State Council shall be composed of County Councils that wish to become members and work under the guidelines of Home & Community Education Clubs and Councils, and who pay membership and scholarship dues to State Council.

**Section 4.** There shall be five District Home & Community Education Councils. A District President, Vice President, Secretary and Treasurer or Secretary-Treasurer shall be elected by each District Council.

The District Executive Committee, composed of District officers, shall be responsible for giving direction for Council business in the district. All officers shall have a copy of the District Presidents duties.

The District Council shall be composed of the officers of the District, the president of each County Council within the district, appoints chairmen and any other members as determined by the District Council.

**Section 5.** A County Home & Community Education Council may be organized in any county. Membership shall be open to all persons without regard to sex, race, color, age, disabilities, religion or national origin. To be eligible to affiliate with the District Council or State Council, the County Council must have bylaws outlining the responsibilities of its officers and committee chairmen, cannot conflict with state bylaws and must pay dues to District and State Councils. All Counties and Districts must have copies of their bylaws on file with their District President, the State Parliamentarian and State Advisor.

Each county holding membership in the State Council shall have two voting delegates for State business, one of which shall be the County Council President or her/his appointed substitute, and the other delegate shall be elected or selected by the County Council.

#### **ARTICLE IV – OFFICERS, DIRECTORS and ELECTIONS**

**Section 1.** The elected officers of the State Council shall be President, President-Elect (when applicable), Vice President, Vice President for Programs, Secretary, and Treasurer. These officers shall be the Executive Committee.

**Section 2.** Articles in the Bylaws pertaining to elections shall be read to the voting delegates before each election.

**Section 3.** Executive officers shall be elected for two years except the President-Elect, who will be elected to serve during the President's second year and will succeed to the presidency at the end of the President's term.

**Section 4.** The President shall serve for one two-year term and the Vice President and Secretary shall serve for a term of two years, or until their successors are elected. The Treasurer may serve more than one term, but no more than three consecutive terms.

The Vice President for Programs shall be elected to serve for a term of two years, and may be re-elected to serve one additional two-year term.

The Executive Committee shall be responsible for making appointments to fill any office or offices vacated. The appointments shall be for the remainder of the un-expired term.

**Section 5.** Each County Council may present the names of two persons for office to the State Nominating Committee following the guidelines for eligibility:

- A. A nominee for any State executive office must be a member of the council that recommends her/him, must be a current or past County Council officer, and must have attended at least one State Council meeting in the past three years.
- B. The nominee for President-Elect must have served one year on the Board of Directors within the past five years, and must have served as County Council President or District Officer.
- C. Credentials must be submitted in writing 60 days prior to the State Conference to all members of the Nominating Committee, the State Secretary and the State Advisor.

D. One or more nominees for each office shall be selected by the Nominating Committee to be presented to the voting delegates. Nominations may be made from the floor by voting delegates provided proper credentials have been submitted and approved for the nominee.

E. There shall be no more than two members from one county serving as State executive officer on the Board of Directors of the Florida Association for Home & Community Education, Inc., unless there are no other nominees for the office.

#### **ARTICLE V - DUTIES OF OFFICERS**

**Section 1.** The President shall preside at all business meetings of the State Council and of the Board of Directors and perform such other duties as are described in these Bylaws and the parliamentary authority adopted by the Council.

A. The President may attend District Council and Country Women's Council (CWC) meetings during the two years of her/his term, and serve as the delegate to the Associated Country Women of the World (ACWW Conference, if held during her/his term.

B. If an emergency Board vote is necessary for the appointment of a Board member, committee chairman or committee representative, the President will telephone, fax, e-mail or mail a letter to all Board members requesting members for a written yes or no reply to be sent to the President and the Secretary.

**Section 2.** The Immediate Past President shall serve as an advisory member of the Board of Directors without vote for the year following the end of her/his term.

**Section 3.** The President-Elect shall prepare for the office of the President; assist the President

and perform all assigned duties during the one-year term of office; serve with vote on the

Executive Committee; attend all meetings that the President deems necessary, representing FAHCE; and serve as chairman of a bylaw committee appointed by the State President.

**Section 4.** The Vice President shall perform all duties of the President in her/his absence or disability, and shall serve as the Membership Chairman and State CVU Chairman.

**Section 5.** The Vice President for Programs shall serve as Educational Chairman and procure the Educational Programs for the annual State Conference

A. Work with State Advisors for programs.

B. Report to and ask Board's approval for the training planned and present the budget for same.

C. Work with District Presidents as needed.

D. Turn over all materials to the new Vice President for Programs immediately following installation.

**Section 6.** The Secretary shall keep a record of the minutes of the Executive Committee Meetings, Board of Directors Meetings and the State Conference Business Meeting; distribute minutes within 20 days of the close of the meetings; perform all secretarial duties as assigned by the President or the Executive Committee; attend to all correspondence; and turn over all materials to the incoming Secretary.

**Section 7.** The Treasurer shall have charge of all funds of the State Council and shall pay them out on order of the President.

A. The Treasurer shall make a Treasurer's Report monthly to the President and State Advisor, at the Board of Directors meetings, and at the annual meeting.

- B. The Treasurer's books shall be examined by an audit annually.
- C. The Treasurer shall submit any and all forms required by the Internal Revenue Service for non-profit corporations and any required by the State of Florida on or before the required date.
- D. The Treasurer shall be responsible for the FAHCE computer, printer and software. She/he will also prepare membership lists for the "Florida HCE Outreach" newsletter.

**Section 8.** Foundation Chairman shall be in charge of fund raising for scholarships.

- A. The Foundation chairman and committee consisting of one representative from each of the five districts shall be appointed by the State President with the approval of the State Executive committee. This group will be the Foundation Advisory Committee.
- B. The Foundation Advisory Committee shall serve under the direction of the FAHCE Board. They shall be responsible to plan all donor campaigns and carry them out after approval of the FAHCE Executive Board.
- C. The State President and Treasurer shall serve on the Foundation Advisory Committee and the State Advisor shall serve as Advisor.
- D. The Chairman of the Advisory Committee shall be a state board member and attend meetings with voting privilege.
- E. The number of Scholarships shall be limited to the amount of monies raised during the year and the annual interest from the Foundation account.

**Section 9.** District Presidents shall represent their districts on the Board of Directors, assist the Vice President for Programs when needed and give brief reports of the district activities at State Board meetings.

- A. District President shall serve as the liaison between counties and must share information designated for the counties in a timely manner.
- B. District President shall follow the conference duties according to the conference guidelines.
- C. District President shall perform other duties that the State President deems necessary.

## **ARTICLE VI - BOARD OF DIRECTORS**

**Section 1.** The President, President-Elect (when applicable), Vice President, Vice President for Programs, Secretary, Treasurer, five District Presidents, Foundation Chairman and HCL Policy Board Chairman shall constitute the Board of Directors of the State Council. The retiring President shall serve as advisory member of the Board of Directors without vote for the succeeding year.

**Section 2.** The Board of Directors shall have the power to transact any business except the election of officers and amendment of the bylaws.

**Section 3.** When any elected or appointed FAHCE Board member is unable to or does not carry out the functions or responsibilities of her/his office, and after the State Advisor/Leader has been consulted, the Executive Committee shall appoint two officers, of the FAHCE Board to counsel this member. After that person has been counseled by the designated members of the Board of Directors, her/his term may be terminated by a majority vote of the Board of Directors. A written notification will be sent to the person involved by the State President and the State Advisor.

## ARTICLE VII - ADVISORS

**Section 1.** The Extension Program Leader for Family and Consumer Sciences and/or a State Extension Family and Consumer Sciences faculty member designated by the Program Leader shall serve as State Advisor(s) to the State Council.

**Section 2.** The designated State Specialists shall serve as Advisors to the Vice President for Programs.

**Section 3.** The President of the Florida Extension Association of Family and Consumer Sciences or her/his representative may attend the State Board Meeting without vote.

## ARTICLE VIII - COMMITTEES

**Section 1.** Standing and special committees as are necessary to carry on the work of the State Council shall be appointed by the State President and approved by the Board of Directors.

**Section 2.** The Nominating Committee appointed by the State President shall be composed of five members, one from each District. The chairman shall be rotated following the numerical order of the Districts.

**Section 3.** The Budget Committee, composed of the Executive Committee with the Treasurer as chairman, shall submit a budget to include the anticipated revenues and expenditures of the State Council for the next fiscal year. The budget shall be voted on at the annual meeting.

**Section 4.** A Foundation Committee composed of five members, one from each District, and a chairman shall be appointed by the State President to take care of Foundation business. The chairmanship shall rotate according to Foundation Guidelines. The term of office for the committee and the chairman is three years. The chairman may serve no more than two three-year terms. The Foundation Committee will also serve as the Scholarship Committee.

**Section 5.** The Editor of the State newsletter shall be appointed by the State President, with the approval of the Board of Directors.

## ARTICLE IX - VOTING

**Section 1.** County Council dues and Scholarship dues shall be certified by the State Treasurer as having been paid before official delegates may be seated.

**Section 2.** Voting delegates at the State Conference Business Meeting shall be limited to one County Council President and one County Council Delegate from each county, or their alternates. In case of a tie, the State President may vote.

## ARTICLE X - MEETINGS

**Section 1.** The Florida Association for Home & Community Education shall have an annual State Meeting. The place and time are to be designated by the Executive Committee. Delegates are required to be present at all sessions of the Business Meeting at the State Conference; Delegates present at the State business meeting shall constitute a quorum. All Clubs and members must be members in good standing (state dues, fines, and scholarship fund are current)

**Section 2.** The Board members present at any scheduled meeting of the Board of Directors shall constitute a quorum.

**Section 3.** The District Meetings shall be held annually. A District must have at least one meeting every year for the purpose of election of officers. Each District has the responsibility of developing the program for its District Meeting.

**Section 4.** The five District Meetings in January each year (starting with the first full week) are as follows:

District I Third Week of January,  
Wednesday  
District II Third Week of January,  
Thursday  
District III Fourth Week of January,  
Tuesday  
District IV Fourth Week of January,  
Wednesday  
District V Fourth Week of January,  
Thursday

### **ARTICLE XI - FINANCES**

**Section 1.** Each County Council belonging to FAHCE shall pay into the treasury annual dues on membership as of December 1. The amount shall be recommended by the Board of Directors to the delegates and passed at an annual meeting of the State Council.

**Section 2.** Scholarship dues of one dollar (\$1.00) per club shall be paid annually into the Scholarship Fund of the State Council.

**Section 3.** All dues shall be due and payable December 1, and shall be delinquent after December 15th, at which time a delinquent fee of \$50 will be charged. If a county has paid their dues, a late fee can not be charged for members who pay late dues.

**Section 4.** The State Council Treasurer shall be bonded at the expense of the State Council. The bond shall be effective at the time of transfer of State Council funds to her/him.

**Section 5.** The President shall have the authority to spend no more than one hundred dollars (\$100.00) per year for a non-budgeted expenditure without prior written approval by a majority of the members of the Board.

### **ARTICLE XII - AMENDMENTS**

**Section 1.** These Bylaws may be amended at any annual meeting of the State Council by a two-thirds vote of the delegates attending, provided notice of the proposed amendment has been sent to the County Councils sixty (60) days prior to the State Council Meeting, and provided

the amendment has been read at two business meetings of the State Council and voted on immediately following the second reading.

**Section 2.** A County Council, through its President, may propose an amendment to the Bylaws by submitting the same in writing to the State Council President. This shall be done prior to the Spring Board Meeting.

**Section 3.** Standing Rules shall be reviewed at least once during each President's term by the FAHCE Board of Directors.

### **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Orders, Newly Revised shall be the parliamentary authority of this State Council. A Parliamentarian shall be secured for business meetings and furnished a copy of the Bylaws.

### **ARTICLE XIV - NON-PROFIT STATUS**

The Florida Association for Home & Community Education, Inc., is a non-profit organization. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of the individual members.

### **ARTICLE XV - DISPOSITION OF ASSETS**

**Section 1.** The officers of the Florida Association for Home & Community Education, Inc., are directed, in case of dissolution of the organization, to assign all assets to the University of Florida Cooperative Extension Professional Award for Extension Programs in Family and Youth, check made payable to University of Florida - SHARE.

**Section 2** In the event of a County dissolution all assets shall be assigned to FAHCE treasury or a non profit educational organization.

# Standing Rules

## I. BOARD OF DIRECTORS

- A. A Board member shall make no commitment concerning the work of Florida Association for Home & Community Education, Inc., (FAHCE) without knowledge of the President.
- B. Each member of the Board of Directors shall hand over to her/his successor all materials pertinent to procedures, duties and responsibilities.
- C. Executive Committee votes may be taken by phone, fax or e-mail.
- 3. Mileage: Drivers will be reimbursed at the rate of 25 cents per mile. The annual carpooling will be planned by the President prior to Board Meetings. If Board member elects to travel with their county delegation, FAHCE will not reimburse them. On carpooling, if there is room left in a car, the driver may ask other individuals to ride. There shall be no more than four to a car. If Board member travels over 400 miles one way to attend State Conference or Board Meetings, they may come the night before and be reimbursed for that night's lodging and one night after and all meals en route. Individuals who cannot travel with carpool assignments must notify the President prior to the meeting to ascertain rate of expense reimbursement.

## II. EXPENSES FOR THE BOARD OF DIRECTORS

### A. Reimbursement Policies:

- 1. Food: \$15.00 per day, not to exceed \$4.00 for breakfast, \$4.50 for lunch, and \$6.50 for dinner.
- 2. Room: Two members per room with two beds per room at the most reasonable rate in the city where winter and spring Board Meetings and State Conference are held.
  - a. The President's room for State Conference, Country Women's Council (CWC) and Associated Women of the World (ACWW) may be shared with spouse at no expense to spouse.
  - b. CWC Allowances: The Vice President of Programs shall be reimbursed \$500.00 in her first year to attend CWC. The HCL representative shall be reimbursed \$500.00 to attend CWC.
- B. Expenses to attend winter and spring Board of Directors Meetings and State Conference Meeting will be paid for Executive Committee, Foundation Chair, District Presidents, Past President Advisor, HCL Representative and President Elect when applicable as stated in the reimbursement policy listed above.
- C. When a Board member is given a written invitation to visit another county, the host county will be expected to pay her/his mileage plus the toll fees, meals and lodging as stated above.
- D. A chairman of a committee receiving funds from the Board of Directors must give a written report, with receipts, of how the funds were spent.

- E. A memorial in memory of any State Board Member in the amount of twenty-five dollars (\$25.00) shall be sent to the FAHCE Foundation Scholarship Fund.

### **III. PAST STATE PRESIDENTS**

Past State Presidents will be recognized as Honored Members who have the privilege of attending all meetings during the State Conference with no vote unless they are official Delegates. Past State Presidents will be notified by the Vice President. A ticket to the State Conference Banquet will be issued to the Past State President after the Vice President receives an RSVP indicating that she/he will attend the banquet.

### **IV. FAHCE BUSINESS MEETINGS**

When a State Officer or Chairman is going to a District Meeting, she/he will contact the District President, Agent and County President in charge for a place on the agenda and tables or equipment needed.

### **V. FAHCE STATE CONFERENCE**

#### **A. CONFERENCE REGISTRATION FEES are transferable, but not refundable.**

- B. In case of death or serious illness a letter shall be written to the State President with a request for a refund. The President can allow a refund at her/his discretion.

### **VI. ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)**

- A. Expenses will be paid according to budget for the State President OR his/her representative to attend the ACWW Triennial meeting as a voting delegate.
- B. A second delegate to ACWW will be appointed by the FAHCE Board of directors with the approval of the Executive Committee at the Fall Board Meeting prior to the State Conference. FAHCE Board members will be given first consideration with the next in line being other HCE members.

# Certified Volunteer Units

## What is a Volunteer?

### What is a Certified Volunteer Unit (CVU)?

A CVU is one hour. A CVU is credit given for volunteer activities. A CVU is documentation of unpaid services.

### Certificates and Seals:

A certificate is issued for 500 CVUs. The certificate has room for four seals, each representing 500 CVUs.

### Hours that count as HCE hours and CVU hours:

#### 1. Teaching and Training

- a. Show, tell, demonstrate a skill
- b. Preparation time
- c. Training officers, chairs, and educating others
- d. Talking to other organizations
- e. Developing, writing handbooks, guides, etc.
- f. 4-H leadership activities

#### 2. Public Relations

- a. Promoting/improving HCE
- b. Speaking at another organization
- c. Speaking to county commissioners
- d. Preparing posters, newsletters
- e. Recruiting
- f. Photography

#### 3. Administration, Organization, Management

- a. Managing and overseeing a project
- b. Coordination and organization of events
- c. Officer and chair duties
- d. Telephone calling/surveys
- e. Fundraising, budgeting
- f. Projects for recruitment of new members
- g. Organizing a program of work or a community improvement project
- h. Setting up rooms, getting speakers

### Volunteer Hours that count only as CVU hours (Community Service)

1. Services directly/indirectly related to benefiting others
2. Neighborhood, town, county, state, community, church, schools

**Remember:** All hours count as CVU hours when adding up hours, this includes both community hours and HCE hours. CVU hours are reported to receive volunteer recognition. HCE hours, hours those related to HCE work, are hours that are reported yearly for accountability.

## CVU Volunteer Service Summary

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
County: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Dates of Service: From \_\_\_\_\_ to \_\_\_\_\_

**Report all Certified Volunteer Units accumulated during the year.** (HCE hours plus Community Service hours, all count as CVU hours.)

**HOME AND COMMUNITY EDUCATION (HCE) HOURS** (Volunteer Hours related directly to HCE **Example** -- Officer duties, club duties, program presentation and preparation/travel time for all.)

### HCE VOLUNTEER HOURS

Teaching & Training Hours: \_\_\_\_\_  
Public Relations Hours: \_\_\_\_\_  
Admin. & Organization Hours: \_\_\_\_\_  
Total HCE Hours \_\_\_\_\_  
Number of People Reached: \_\_\_\_\_

**COMMUNITY SERVICE HOURS** (All other volunteer hours except those listed above.)

Community Service Hours \_\_\_\_\_  
Number of People Reached: \_\_\_\_\_  
Total Number Reached: \_\_\_\_\_

TOTAL CVU HOURS \_\_\_\_\_

Signature of certifying person  
Advisor, Club or Council President \_\_\_\_\_

Position held \_\_\_\_\_ Date \_\_\_\_\_

**MAIL TO YOUR DISTRICT CVU CHAIR, postmarked no later than December 1.**

# Florida Home Community Leadership (HCL) Policy Guidelines

The Home and Community Leadership project began in July 1981, with funding support from the Kellogg Foundation and the Cooperative Extension in the states of Washington, Oregon, Alaska, Hawaii, New Mexico and Colorado, followed by Florida in 1988.

## I. Objective

- A. Develop and strengthen skills to benefit
  - 1. Individuals
  - 2. Communities
  - 3. HCE and other organizations
- B. Apply skills to increase effectiveness of public policy participation in
  - 1. State HCE programs
  - 2. District, County and Local HCE programs
  - 3. Projects that benefit families and communities

## II. HCL Policy Board of Directors

- A. Members
  - 1. One HCE member from each District, if possible. Appointed by HCL Chair to be approved by HCL Board.
- B. Each applicant must have HCL certification.
- C. Each term to be three (3) years and may be reappointed for an additional term.
- D. A Secretary to be appointed by HCL Chair. He/She must have served on the HCL Board for at least one (1) year.
- E. The FAHCE Treasurer shall serve as the HCL Treasurer.

Non Voting Members are:

- 1. HCL Advisor
- 2. FAHCE Advisor
- 3. FAHCE President
- 4. FAHCE Treasurer

### F. Duties:

The HCL Board of Directors is the governing body of the HCL program. The HCL Board will make policy, appoint standing committees, set program directions, assign responsibilities, maintain fiscal responsibility and assist in promoting the total program.

# FAHCE Foundation and Scholarships

## FAHCE Foundation Guidelines

The FAHCE foundation is the financial support organization of the Florida Association for Home and Community Education, Inc. The foundation design is for the benefit of all Florida HCE members in various ways and help selected FCE members and 4-H youth with scholarship grants.

The Foundation Board of Directors (Advisory Committee) consists of one chair and one representative from each of Florida's five districts, serving three-year terms on rotational basis. The FAHCE State President appoints these members with approval of the FAHCE executive committee.

The purpose of the FAHCE foundation is to promote and enhance the FAHCE and IFAS Family and Consumer Sciences **educational** programs and services by extending opportunities and providing funds for leadership development and educational materials for FAHCE statewide use.

The foundation works to fulfill these goals:

1. Expanding educational opportunities to all people in the areas of community, family, and personal living
2. Providing opportunities for leadership development, training and support
3. Providing funds for the development of instructional and promotional materials
4. Providing funds for educational scholarship grants for FAHCE members and 4-H youth

Donations for honorariums, memorials or regular contributions are welcome in any amount. Certificates are awarded for donations of \$100 to \$999, and a Gold Club plaque is given for donations of \$1,000 or more. Make your check payable to the FAHCE Foundation and mail to the Foundation chair, listed with the State Board of Directors.

Possible projects to benefit our members include sponsoring programs and officer training sessions. Submit suggestions to benefit the membership to the chair for consideration for purchase by the foundation.

The foundation advisory board also serves as the scholarship committee, screening all applications and making recommendations to the FAHCE board of directors for scholarship grants.

The foundation operates the conference sales booth at all annual state meetings with a variety of quality and useful items.

## Foundation Advisory Committee

1. The executive board of the FAHCE council appoints this committee. The committee bears responsibility for the operation and proper functioning of the FAHCE foundation.
2. The committee shall be composed of the chair and five members, one from each district, appointed to serve a three-year term of office. The state president appoints members to fill any empty seats caused by resignation of a member. The executive board is to approve the names nominated before the president makes the appointment.

3. The FAHCE State President with approval of the executive board will appoint the committee chair for a three-year term. The chair may serve no more than two three-year terms.
4. The foundation advisory committee will serve under the direction of the executive board of FAHCE. The state president and state treasurer will serve as members. The state advisor shall serve as advisor to the foundation advisory committee.
5. The chair of the advisory committee will be a state board member and attend meetings with voting privileges.
6. Planning all donor campaigns and carrying them out after FAHCE executive board approval is the responsibility of the foundation advisory committee.

## Income

1. The FAHCE state board may donate to the foundation account from their treasury upon majority vote of the state board. When these donations are made to the foundation account, the purpose of the donation will be stated.
2. Gifts should be made payable to the "FAHCE Foundation." The income will be utilized according to the donor's request.
3. Any donations or gift given to the FAHCE foundation is tax-deductible.
4. The FAHCE foundation holds responsibility for handling of conference sales at the annual state meeting.
5. In the event that the FAHCE foundation account should be abolished or terminated, any existing funds will transfer to the FAHCE account. Funds so transferred to the FAHCE account will be utilized for the advancement of FAHCE programs. If FAHCE is terminated, then funds will be used for the University of Florida Extension Professional Awards in family and Youth.

## Expenditures

1. Requests for expenditures and/or use of funds shall be submitted to the chair of the foundation advisory committee with a copy sent to the state president and state advisor.
2. The foundation chair will make recommendations to the state board of directors for approval.
3. Upon approval for requests for funds, the chair will notify, in writing, the requesting individual/group that the FAHCE has granted approval and specify the procedure for obtaining funds.
4. A follow-up report of accomplishments and use of funds will be required of the person or persons receiving funds. If the person/group does not comply, they cannot apply for additional funds.
5. Vouchers or bills to be paid from the foundation account up to the amount approved by the state board will be submitted to the state treasurer by the foundation chair for payment. If over the amount approved, the chair shall submit a voucher to the state president for approval.
6. The FAHCE treasurer and the Chair of the FAHCE foundation both will maintain a record of income and disbursements.
7. Foundation accounts, correspondence, all sales inventory, shall be transferred to the incoming foundation chair within sixty days after a new chair is appointed.

## Appendix A

### Guidelines for requesting funds from the FAHCE Foundation

Develop proposals to submit to the Foundation Advisory Committee requesting funds held in the FAHCE foundation accounts according to the following guidelines:

1. Title of proposal
2. Brief situational statement describing the need and purpose of the project/activity
3. Objective(s) to be reached
4. Description of procedures-who, what, when, etc.
5. Expected benefits to the FAHCE
6. Budget

Follow-up report of accomplishments and expenditures

## Appendix B

### Scholarship Grant Guidelines

1. The scholarship grants are not to exceed \$300 in any one year, to any one person.
2. This is a **grant** and need not be repaid.
3. The payment will be given/mailed to the recipient. The FAHCE Treasurer shall forward scholarship recipients checks to the Foundation Chairman for distribution.
4. The Scholarship Grant is available to all Florida Home and Community Education members who have been active for a minimum of three (3) current consecutive years and any 4-H members who have completed three (3) years current consecutive years of satisfactory 4-H work. Preference will be given to HCE members re-entering or entering the work force that will require training or retraining.
5. The FAHCE Foundation Advisory Board, the State President and the State Treasurer make grant recipient selections.
6. The grant must be used in Florida at a State College/University, Junior College, Vo/Tech school, Adult Education or state HCL in Florida.
7. Applicants should submit the following information:
  - a. **Application form and letter stating reason and need:** the application must be postmarked by August 15
  - b. **Letters of reference** regarding character
  - c. **A written report of HCE work** which includes a statement of current educational needs and future plans
  - d. **Letter of recommendation** from county agent/advisor, club HCE president or county council HCE President
  - e. 4-H members must provide a **transcript of all high school grades** or most recent grades.
  - f. The 4-H member is to include **recommendation from 4-H coordinator or Agent.**
  - g. The **4-H accomplishments and experiences** of the applicant
8. Subsequent Grants can be given dependent upon the number of new applicants each year, not to exceed a total of two (2) grants to any one applicant.
9. These guidelines are to be reviewed annually by the FAHCE Foundation Chair and the Executive Committee.

# FAHCE Scholarship Grant Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_, Florida Zip Code \_\_\_\_\_

County \_\_\_\_\_ District \_\_\_\_\_

Age \_\_\_\_ Date of Birth \_\_\_\_\_ Circle One: Single Married Separated Divorced n/a

HCE MEMBER:

I am currently a member of the \_\_\_\_\_ club for Home and Community Education and have been an active member for \_\_\_\_ years.

4-H MEMBER:

I am currently a member of the \_\_\_\_\_ 4-H Club, and have been an active member for \_\_\_\_ years. See Scholarship Grant Application Guidelines. If this is a subsequent application, submit your most recent transcript of grades.

\_\_\_\_ I am planning to attend                      Name of School \_\_\_\_\_  
\_\_\_\_ I have been accepted  
\_\_\_\_ I am currently attending                      City \_\_\_\_\_

Date I plan to enter school \_\_\_\_\_

Major Course \_\_\_\_\_ Minor Course \_\_\_\_\_

This is my    1<sup>s</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    application.(Circle one. Limit is 4!)

**Application must be postmarked by August 15<sup>th</sup>**

Mail this application and all required information to the following address:

FAHCE Foundation Chair  
Carol Hommema  
1169 Ware Ave.  
Port Charlotte, FL 33948

# Cultural Arts and Scrapbooks

For HCE purposes, cultural arts are skills, ideas, art works and talents transferred, communicated or passed along to succeeding generations. These disciplined educational skills are used to cultivate the particular products created and presented by our members.

## Entries

First quality entries must incorporate some cultural arts skill in the item presented as an entry. (See the list of categories on page 6.2.)

## Examples

1. If you buy a factory-made tree, wreath, or basket, etc., and buy balls and lights, you may decorate a lovely tree but it is made of factory items so therefore it is not your own product in any way. This entry is considered a craft and earns no points.
2. That same tree, wreath or basket, etc., could be filled with handmade ribbon roses or silk flowers and fulfill the category requirements for an entry. It would be judged for points.
3. Quilts and other items that are purchased in kits and have stamped patterns are also not considered cultural arts items and will not receive points.
4. Craft items that do not incorporate one of the cultural arts skills and items made from kits will not be eligible for “Best in Show” award.

## Cultural Arts Exhibit

FAHCE will sponsor an annual Cultural Arts Exhibit at the State Conference in October.

## Requesting a Table

Any member wishing to enter an exhibit must submit a request form after they have been selected by their county to exhibit at the State Conference. (the form is on page 6.2) or call the State Cultural Arts Chairman. (The chairman is listed in the FAHCE Handbook on page 1.2.) The deadline for requests is no later than September 10. Early mailing during August is advised to allow time for processing. The person requesting exhibit space will receive a registration ID number to be presented to the Cultural Arts Chairman at the State Conference.

## Single Item Entry

Each county may select up to five (5) items to be entered for exhibit at the state Conference.

Any member from a county may enter one item for exhibit and judging, provided that it has been presented to their county for entry.

**QUESTIONS?** Call the State Cultural Arts Chairman

# County Cultural Art Request Form

**(No more than 5 items per county)**

\_\_\_\_\_  
District

\_\_\_\_\_  
County

\_\_\_\_\_  
County President or County Cultural Arts Chairman

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(     )

\_\_\_\_\_  
Phone Number

Description of single item(s)

Number of Single item entries \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mail this form to the current State Cultural Arts Chairman listed in the State Handbook before September 10.

# Cultural Arts Guidelines for Exhibitors

All entries should be judged on a county level before the month of September. The county president should arrange a competition; suggestion: as a fair, an achievement day or some other event to judge all items for quality of work before sending them on to the State Cultural Arts Exhibit.) Cultural arts items should fall into the long-established cultural arts categories.

## Cultural Arts Categories

1. Basketry
2. Ceramics, pottery, plaster art
3. Embellishment of garments
4. Fiber arts (rug making, macramé, weaving, looming, string art)
5. Hand crafted toys and dolls
6. Hand stitchery (counted cross-stitch, needlepoint, embroidery, Bunka, Swedish, Brazilian, chicken scratch, hardanger, candle wicking)
7. Plastic canvas art using counted cross stitch
8. Recycled items (of lasting worth)
9. Heritage arts (quilling, dyeing, scrimshaw, leathercraft, copper, tin punch, lacemaking, tatting, crocheting, etc.)
10. Hand knitting
11. Machine knitting
12. Machine stitchery (embroidery, Battenberg lace, charted needlework, cutwork, etc.)
13. Quilts, by hand or machine
14. Quilted items (garments, wall hangings, pillows, placemats, etc.)
15. Paintings and drawings
16. Photography
17. Clothing

## Entries

1. All items must have been made after August 31st of the previous year (September 1 through August 31).
2. Each entry must be the work of only one member.
3. An entry made from a kit must be identified as such. (We will be happy to show your work but this item will not be considered for “Best in Show.”)
4. Paint by numbers pictures and crafts made entirely from factory products are not considered cultural arts items.
5. All entries will be displayed for judging and for the enjoyment of the conference attendees.
6. Entries that do not meet the category requirements as deemed by judges will not be considered for “Best in Show” and their ID numbers will be removed.

## Display

1. “DO NOT TOUCH,” signs will be placed on each table.
2. Items will be numbered.
3. All judging and voting will be done by number

## Judging

All members attending conference shall have one vote to judge exhibit entries. The item that receives the most votes shall be first place and best in show. A ribbon will be given to the second and third place winners. Best in show will be announced at the banquet.

# County Scrapbooks

## **Note: County Scrapbooks Registration**

Registration for County Scrapbooks will be held in the same area as Cultural Arts. Check your program when you arrive at the conference.

The County Scrapbook is a historical document displaying the activities and achievements of HCE clubs in the county. It gives credit to officers, agents, clubs and active members, highlights special events and shows appreciation for the county's hard-working members.

The County Council appoints a Scrapbook Chairman. The chairman will collect items from all the clubs to put into the scrapbook and will arrange them according to the Guidelines, add an attractive cover, and enter at State conference for judging and awards.

## **Guidelines**

The County Scrapbook is to include the entire calendar year preceding the State Conference, from January through December. Only information from this period will be judged. A scrapbook may contain pages from past years, but these will not be judged. The layout to be used is explained in the following paragraphs:

## **Cover**

1. Fabric and design are the choice of the county.
2. County name stands out in block letters or script.
3. The year does not appear on the cover.

## **Page 1**

1. The year, in large numbers
2. County name and address
3. County Council officers
4. Names of the clubs in the county
5. County Agent Advisor
6. Names of those who worked on the scrapbook
7. Short biography of the county

## **Page 2:**

Table of Contents

## **Subsequent Pages:**

(in January thru December order)

- Photos (in plastic or protective coverings)
- News clippings with newspaper name and date
- Special names and events should be highlighted
- Awards (CVU, Cultural Arts, Membership, Educational, etc.)
- County President's annual report and details

## **Journaling:**

Journaling on each page is essential to identify who, where and what is displayed. Names and events need not be repeated if stated elsewhere on the page. (Suggestion: Use labels with a few words and the date.)

## **Ending:**

Present a short summary of the year. It may be a poem, a narrative or a signature page signed by the members with personal comments as a keepsake for the year.

## **Entry:**

Turn in to the Cultural Arts Exhibit at the State Conference.

# County Scrapbooks

## **Judging:**

There will be three judges from non-participating counties. Judges will give two awards for each county, one for contents and one for cover. A Best in Show Award will be presented at the State Conference Banquet.

## **Suggested Contents:**

- Programs and events related to clubs and council
- Projects, fund raisers, souvenir items

## **Judging Criteria For County Scrapbook Cover**

### Points for Cover Award

35	Originality	_____
35	Color and Design	_____
15	County Name	_____
15	Neatness	_____
	Total Points	_____

## **Judging Criteria For County Scrapbook Contents**

### Points for Content Award

(Contents will be judged according to the criteria above.)

10	Page 1	_____
10	Page 2	_____
50	Page order and contents	_____
10	Journaling	_____
10	Ending	_____
10	Neatness	_____
	Total Points	_____

-----  
The County Scrapbook Chairman is listed in the State Handbook

## County Project Display Boards

The project display boards have become very popular at the FAHCE state conference. They provide each county an opportunity to showcase their accomplishments for the last year and share their ideas with others.

The project display board should be a display of activities completed or started from October 1 through September 1 of each year. All you need is a foam “science project” board with the following dimensions:

- Height: 3 feet
- Center panel width: 2 feet
- Side panel widths: 1 foot each

Any variance to the above dimensions will disqualify the entry from being judged. These boards are available at office and school

supply stores. To qualify for the \$50 1<sup>st</sup> place award, or a 2<sup>nd</sup> or third place certificate, all items must be attached to the display board. Any item(s) not on the board (on the table, etc.) will disqualify that board.

After the conference, let your display board serve as a reference to show how FAHCE works and contributes in your community. Use this board to display at various community events to let your community know what a great organization FAHCE is.

The judging criteria follow this page. We have a point system suggested by past judges. Please familiarize yourself with the judging criteria.

Please let the project board chair know if you plan to participate in the project display board competition by May 20<sup>th</sup>.

# Judging Criteria for FAHCE Project Boards

Project board entries can present:

- The entire county HCE program, or
- Select and feature one or more programs and/or outreach activities.

All information **MUST** be on a “science fair” display board (cardboard or foam core):

- Height: 3 feet
- Center panel width: 2 feet
- Side panel widths: 1 foot each

Items not attached to the board result in disqualification of the project board. (i.e. **nothing** on the table)

**County:** \_\_\_\_\_

## **Education—40 points**

Educational Opportunities offered to Members; educational programs presented by members

- \_\_\_\_\_ 1. Results of educational programs (15 pts)
- \_\_\_\_\_ 2. County Statistics (15 pts)
  - a. Number of clubs
  - b. Number of members
  - c. Number of people reached
- \_\_\_\_\_ 3. Evaluation data showing the information learned and how the participants will use information (10 pts)

## **Community Outreach Projects-40 points**

- \_\_\_\_\_ 1. Results of community outreach projects (10 pts)
- \_\_\_\_\_ 2. Number of items produced (10 pts)
- \_\_\_\_\_ 3. Letters of appreciation (5 pts)
- \_\_\_\_\_ 4. News article(s) (5 pts)
- \_\_\_\_\_ 5. Awards, these can be given or received. (10 pts)

## **Display Elements – 20 points**

Attracts attention, arouses interest, conveys a message

- \_\_\_\_\_ 1. Clarity of message (2 pts)
- \_\_\_\_\_ 2. Overall attractiveness (2 pts)
- \_\_\_\_\_ 3. Quality of visuals (2 pts)
- \_\_\_\_\_ 4. Color coordination (2 pts)
- \_\_\_\_\_ 5. Lettering that is readable, including correct spelling (2 pts)
- \_\_\_\_\_ 6. Graphics and charts are easy to read (2 pts)
- \_\_\_\_\_ 7. General layout/design (2 pts)
- \_\_\_\_\_ 8. Originality (2 pts)
- \_\_\_\_\_ 9. Workmanship (2 pts)
- \_\_\_\_\_ 10. Other: anything the judges wishes to cite (2 pts)

**Judge’s comments and suggestions:**

# FAHCE Membership Registration Form

Please Print \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State, Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

District \_\_\_\_\_ County: \_\_\_\_\_ Club Name: \_\_\_\_\_

Ethnic Group: \_\_\_\_\_ Caucasian \_\_\_\_\_ African American \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Native American \_\_\_\_\_

New Member: \_\_\_\_\_ Returning Member: \_\_\_\_\_

Do you have prior HCE membership years? \_\_\_\_\_ Where? \_\_\_\_\_ How many years? \_\_\_\_\_

Dues Paid: Club \_\_\_\_\_ County \_\_\_\_\_ District \_\_\_\_\_ State: \_\_\_\_\_ Total: \_\_\_\_\_

## Educational Interests

Please state the areas of interest that you would like more information about.

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When or how did you first hear about this organization?

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Note: Place club name on proper line before duplicating this form.

# County Membership and Dues Report

For the YEAR \_\_\_\_\_

Report is Due by DECEMBER 1, AND DELINQUENT AFTER DECEMBER 15<sup>th</sup>  
(Add a \$50.00 fine if report is postmarked after December 15)

County \_\_\_\_\_ District \_\_\_\_\_

Number Of Members    **Last Year:** \_\_\_\_\_ **This Year:** \_\_\_\_\_

Dues (Number Of Paying Members At \$4.00 Each)..... \$ \_\_\_\_\_

Club Dues-Club Scholarship Fund

Payment Required (Number Of Clubs \_\_\_\_\_ At \$1.00 each).... \$ \_\_\_\_\_

(FAHCE Bylaws Article IX Voting, Section 1: County council dues and scholarship dues shall be certified by the state treasurer as having been paid before official delegates may be seated.)

Foundation And Scholarship Fund..... \$ \_\_\_\_\_

Pennies For Friendship (all money goes to ACWW)..... \$ \_\_\_\_\_

Nickels For Leadership (HCL)..... \$ \_\_\_\_\_

Other..... \$ \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_ Total Amount Submitted \$ \_\_\_\_\_

Make checks payable to **FAHCE, Inc.**, and mail to the State Treasurer with a copy of this report and the *Members Corrections, Deletions and Additions* form. **ALSO**, send a copy of all forms to the **State Vice-President**. Keep a copy of the report and forms for your county treasurer and membership chair.

\_\_\_\_\_  
**County Council Treasurer**

\_\_\_\_\_  
**County Council Membership Chairman**

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you have any questions regarding this form, please call the Florida State Treasurer. See your handbook for telephone number.



# Preparing Annual Reports

## Annual County Report

This is to be a **brief, narrative report** describing the accomplishments of your county's most successful projects, programs or leadership activities of the past program year, January 1 through December 31. Your report may describe one project or program or more than one, but it should be brief and in paragraph format. Form is on the next page.

### **Goals**

What program did you choose to do and why?

### **Actions**

How did you actually do it and how well did you do it?

### **Numbers**

How many programs, how many attended, how many members were involved, how many volunteer hours were spent, etc.?

### **Publicity**

How much coverage did you get from newspapers, radio, TV and internet?

### **Evaluation**

Did you reach your goals or objectives? (Give some comments, good or bad.) Would you change your plan of action? If so, how? (This last one is mainly for your own information.)



# HCE

**Florida Association for Home and Community Education**

## Annual Financial Report from Clubs, Counties and Districts as of December 31

Date: \_\_\_\_\_

Club name: \_\_\_\_\_

County: \_\_\_\_\_

District: \_\_\_\_\_

### Accounts as of December 31

Assets: \_\_\_\_\_ (Checking savings, etc.)

Less Liabilities: \_\_\_\_\_

TOTAL:

The books of the above organization were checked by:

Name: \_\_\_\_\_ Title:

Name: \_\_\_\_\_ President

If your county is already giving a financial report to your agent this form is not necessary.

This report should be given to local extension service no later than January 31.

This form shall be given to the county extension agent and held in that office. This report is only for information purposes. All the records from the individual clubs, counties and districts financial records are given to assist the extension service, but in no way does this give away their individual rights as a separate entity.

# State Officer Credentials

## Suggested Form

Please review the eligibility for election as an FAHCE officer in the most recent revision of the bylaws prior to sending in credentials. Deadline for submitting is sixty (60) days prior to the FAHCE Annual Meeting.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

District: \_\_\_\_\_ County: \_\_\_\_\_

These credentials are being submitted for the office of (check one):

\_\_\_\_\_ President                      \_\_\_\_\_ President-Elect                      \_\_\_\_\_ Vice-President

\_\_\_\_\_ Secretary                      \_\_\_\_\_ Treasurer                      \_\_\_\_\_ Vice President for Programs

\_\_\_\_\_ Years in FAHCE Club

\_\_\_\_\_ Years in County Council

\_\_\_\_\_ Years attended State Conference, dates \_\_\_\_\_

\_\_\_\_\_ Years served as delegate to State Conference, dates \_\_\_\_\_

\_\_\_\_\_ Years attended CWC, dates \_\_\_\_\_

\_\_\_\_\_ Years attended at ACWW, dates \_\_\_\_\_

Please list all Club offices held and dates:

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Please list all County Council offices held and dates:

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Please list all District offices held and dates:

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---

Please list all State offices held and dates: \_\_\_\_\_

---

---

---

Please list all Club chairmanships (include year): \_\_\_\_\_

---

---

---

Please list all County Council chairmanships (include year): \_\_\_\_\_

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---

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Please list all District chairmanships (include year): \_\_\_\_\_

---

---

---

Please list all State chairmanships (include year): \_\_\_\_\_

---

---

---

Please list other Leadership Activities as related to HCE:

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Please list other Leadership Activities as related to other organizations or community involvement:

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## Pride of HCE Award Criteria

### Objective:

To pay special recognition to the members who have made a difference in their communities through the Florida Association for home and Community Education work.

### Criteria:

1. Must be a member nominated by FAHCE peers
2. Must be a current member of FAHCE
3. Photo must accompany the form
4. State HCE president must sign form of the state winner for Pride of HCE Award

### Selection Process:

1. Clubs choose a nominee for the Pride of HCE Award. Individual efforts, projects and results or other contributions made by nominee need to be included on the nomination form.
2. Form and recent photo are sent to county district HCE Association
3. The district HCE association selects the Pride of HCE award winner and forwards the winners form and photo to the state FAHCE president no later than May 5th.
4. State FAHCE will recognize one Pride of HCE Award winner per state at the annual state HCE conference with a special recognition.

Clubs, counties and districts are encouraged to recognize Pride of HCE nominees and award winners at their county or district meetings.

## 25-Year Membership Recognition Form

Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

District \_\_\_\_ County \_\_\_\_\_ Name of Club: \_\_\_\_\_

Where did you first join Extension Homemakers/FAHCE/HCE? \_\_\_\_\_

Why did you join? \_\_\_\_\_

How did you hear about the organization? \_\_\_\_\_

What topics are of special interest to you? \_\_\_\_\_

What changes in the home have you seen since you first joined? \_\_\_\_\_

What is the most important thing you have learned from Extension Homemakers/FAHCE/HCE? \_\_\_\_\_

Have you or are you serving as an officer or chairman? Which one? \_\_\_\_\_

Will you be attending the State Conference this year?      Yes    No

Will you be attending the General Session at Conference:    Yes    No

**Please complete this form and return promptly to your current Florida State President.  
All forms must be in at least six weeks before State Conference.**

## 50-Year Membership Recognition Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

District \_\_\_\_ County \_\_\_\_\_ Name of Club: \_\_\_\_\_

Years of Membership: \_\_\_\_\_ Year first joined: \_\_\_\_\_

Where did you first join Extension Homemaker/FAHCE/HCE? \_\_\_\_\_

\_\_\_\_\_

Why did you join?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the topic of the first lesson you remember? \_\_\_\_\_

\_\_\_\_\_

What changes in the home have you seen since you first joined?

\_\_\_\_\_

\_\_\_\_\_

What is the most important thing you have learned from the Association? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be attending the State Conference this year? Yes No

Will you be attending the Banquet? Yes No

**Please complete this form and return promptly to your current Florida State President. All forms must be in at least six weeks before State Conference.**

## Dates to Remember

### January

#### District Meetings (After the first Monday of January)

- I. The third Wednesday
- II. The third Thursday
- III. The fourth Tuesday
- IV. The fourth Wednesday
- V. The fourth Thursday

Due 1/31

#### County Council Presidents

- a. Send County Officer Information to the state president and advisor
- b. Prepare Annual County Reports for Extension Office
- c. Prepare County President's report
- d. Prepare report for district president

### February

#### State Board Meeting

#### County Council Presidents

Due 2/10

- a. Send county president's report to president
- b. Send County Educational Program Report to the state president and vice-president of programs
- c. Send County Awards Book to vice-president of programs
- d. Prepare news for HCE Outreach Newsletter

#### District Presidents

Due 2/10

Send District officer and chair information to the state president and state advisor.

#### County Council Presidents

### March

Due 3/15

Send news, information and articles to newsletter editor.

### April

#### County Council Presidents

### May

Send county president's report to district president for the board meeting report.

### June

#### County Council Presidents

ACWW Council Meeting: Once every three years, (2004, 2007, 2010) Usually in June

## July

## August

### County Council Presidents

- Due 8/5** a. Send State Officers' Credentials to nominating committee and state advisor.
- Due 8/15** b. Send FAHCE Scholarship Applications to foundation chair.

## September

### County Council Presidents

**Due 9/1** Send 25- and 50-Year Member Forms to state president.

Clubs  
Begin collecting dues and member recruitment

## October

### State Conference

2007-District IV  
2008-District III  
2009-District I  
2010-District V  
2011-District II  
Repeat Rotation

### County Council Presidents

#### Clubs

- a. Continue to dues collection and member recruitment

## November

### Home Community Leadership Camp

## December

### County Council Presidents

**Due 12/1** Send County Membership and Dues Report to State Treasurer and others (see form).

Clubs

- a. Send state dues to state treasurer (delinquent after 12/15)  
b. Include Members Corrections, Deletions and Additions Form with state dues.  
c. Send CVU Volunteer Services Summaries to district CVU Chair, no later than December 1<sup>st</sup>.

## Conference Guidelines

Conference chair and committee will seek on or more hotel sites and room rate bids that qualify for the needed meeting space and rooms based on the following guidelines.

Have the name and location of hotels that held the conference in the past three years for reference. Submit conference locations sites and bids to the FAHCE Board for approval.

The chair and the state president shall visit the selected site. The state president shall negotiate room rate when finalizing the contract, unless the president designates someone else to do so.

### Questions To Ask the Hotel When Inquiring

1. Can the hotel accommodate 150-200 people for a banquet?
2. How many breakout rooms do they have?
3. How many people will each breakout room hold?
4. What style are breakout rooms: classroom style or theater style?
5. Are all breakout rooms [accessible](#) for people with disabilities (ADA compliant)?

### Items Required:

1. Two rooms (2) to hold 75-100 people, theater style for educational program
2. Two rooms (2) that can be locked from the beginning of the conference to the end, for cultural arts, foundation, and silent auction. If the Foundation and Silent Auction cannot share a room, a third room will be needed.
3. A room or area to hold Share-a-Skill and Enterprises, this can be held in a lobby or hall area.
4. Room Blocks
  - a. 10 rooms blocked for Sunday
  - b. 40 rooms blocked for Monday (1<sup>st</sup> night)
    - i. Members come in the day before the Tuesday opening session for the mini-sessions and the Monday evening tour.
  - c. 70 rooms blocked for Tuesday, Wednesday, and Thursday.
  - d. Room rates available three days prior to conference and three days after
    - i. Room rates to include four (4) to a room.
  - e. Are refrigerators available?
  - f. Are microwaves available?
5. Two (2) complimentary two-bedroom suites
6. One complementary room for every 40 room nights booked
7. Function Rooms
  - a. All function rooms should be complimentary
    - i. Meetings
    - ii. Foundation
    - iii. Cultural Arts
    - iv. Share-a-Skill
    - v. Enterprises
    - vi. Banquet
    - vii. Fun night
8. Complimentary table skirting
9. Complimentary microphones

- a. state president will sign the contract and select food functions
- b. state president will be the only authorized signature on any hotel billing unless the president designates someone else to do so
- c. Is there a USA Flag available for the general session?
- d. Is there a piano available for the general session?
  - i. Is there a fee for the piano?
- e. Parking for guests
  - i. Is there a fee?

## **Food Functions**

1. Presidents reception
  - a. 150 people
    - i. Count of 100-125 for punch, many do not attend
  - b. Ask if an anniversary cake may be brought in
  - c. Will the hotel furnish plates, napkins, and plastic glasses or do we bring our own?
  - d. What is the cost of the punch?
2. Fun Night dinner
  - a. 150-200 people
3. Banquet Dinner
  - a. 150-200 people
4. Refreshments for first-timers
  - a. About 35 people
  - b. Past presidents host this event and furnish the refreshments
  - c. Held in board room or other hotel room

Hotel will want a guarantee of food functions, usually 3 days prior to the function. Be sure to contract for this. Give a 10% less count than the registration number.

## **Audio-Visual Equipment**

We bring most of our own AV equipment: overhead projector, video, etc.

- Are screens and cart for AV equipment available?
- Is there a charge for use of this equipment?

**Planning Meeting for State Conference**  
When the State Conference is in Your District

# Planning Worksheet

Complete the planning meeting and this worksheet at least one year in advance, preferably two years in advance. This can be done at the same time that the District meeting planning is held.

## General Information

**District Name (Hostess):** \_\_\_\_\_

**Year:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Location/City** \_\_\_\_\_

**Name of Facility/Hotel** \_\_\_\_\_

**Theme:** \_\_\_\_\_

## Assigned Duties to Individual Counties Within Hostess District

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Registration

**Nametags**-Different colors for each day for daily registrations

**Door Prizes**-Some hostess counties ask for 5-10 door prizes from each county in the District. Assigned "Door Prize" county will determine method of drawing and handle distribution of the prizes.

**First Timers (Recognition)**-Assigned county conducts method of recognition; example: special item for name tags.

### Silent Auction

### Evaluation

**Fun Night Activities**-Determine the theme and activities for the fun night. Also, determine gifts/recognition for winners if appropriate.

### Banquet Table Favors

### Banquet Centerpieces

\_\_\_\_\_

\_\_\_\_\_

**Opening Night Ceremony**-Decide if you want to request participants wear any special colors. Work out line-up. Assemble and guide members

## Assigned Duties by State Officers and Counties in Other Districts

\_\_\_\_\_

**First Timers (Reception)**-Reception is handled by past state presidents

\_\_\_\_\_

**Installation**- Incoming state president appoints chair.

\_\_\_\_\_

**Share-a-Skill and Enterprises**-State president appoints district.

\_\_\_\_\_

**Auditorium Set-up**-State president assigns district. Set-up means putting seat covers on seat backs for delegates; placing tables and chairs in order, and water/glasses on table.

\_\_\_\_\_

**Devotion, Pledge and Creed**-State president assigns district.

## Other Assigned Duties

**District:** \_\_\_\_\_

**District:** \_\_\_\_\_

## Contract Negotiations

The state president shall negotiate the contract. The state president will sign the contract.  
The conference chair should be kept up to date.

List of items to be included in contract:

1. Two (2) complimentary two-bedroom suites
2. One (1) complimentary room for every 40 room nights booked
3. Room Blocks
  - a. Ten (10) rooms for Sunday
  - b. Forty (40) rooms for Monday night
    - i. This is prior to the start of the conference. Many people come in the night before to take advantage of the mini-sessions before the opening session.
  - c. Seventy (70) for the rest of the conference
  - d. Hold room block at group rate until three (3) weeks prior to conference.
4. Room Rates
  - a. Room rate to include up to four (4) in a room
  - b. Room rate to be available at least three (3) days prior and three (3) days after conference
5. Function details
  - a. All function rooms complimentary
    - i. Meetings
    - ii. Foundation
    - iii. Cultural Arts
    - iv. Share-a-Skill
    - v. Enterprises
    - vi. Banquet
    - vii. Fun night
    - viii. Any other needed function rooms
  - b. Complimentary table skirts where needed
  - c. Complimentary microphones
6. Billing arrangements
  - a. The state president will be the only authorized signature on any hotel billing, unless the president designates another person authorized to sign.

## Duties of the Conference Chair

The conference chair shall be in charge of the conference with the exception of the agenda for the business meetings and the president's meeting.

The district in charge of the conference will receive an advancement of \$300.00 for expenses. This is for registration, name tags, postage, program books, etc. Return any monies remaining from the advancement to the state treasurer.

- A. Select a committee
- B. Assign duties to committee members
- C. Find a conference site
- D. Bring conference site proposals to the board for approval
- E. Hold district planning meetings to ensure everything is on target
- F. Select theme for the conference at the district planning meeting
- G. Select conference logo with members at district meeting
- H. Appoint registration chair
- I. Appoint door prize chair
- J. Assign banquet chair; banquet chair is responsible for favors and centerpieces
- K. Quilt Responsibilities
  - a. Assign someone to assemble quilt.
  - b. Have squares ready for the state conference, prior to the year in which your district will be chairing the conference.
  - c. Distribute these quilt squares to the county presidents at the presidents' meeting.
- L. Assign someone to handle quilt ticket sales
- M. Prepare registration for the April Outreach Newsletter. The deadline for this newsletter is no later than March 1.
- N. Arrange opening speaker and banquet speaker
- O. Make arrangements and coordinate with the hotel for set-up of all functions.
- P. Arrange with the hotel for an U.S. Flag to be available for the opening session and business meetings.
- Q. Check with the Vice-president of Programs and the HCE Chair for set-up of rooms and programs.
- R. Open conference with the introduction of the president
- S. Be in charge of the program book, evaluation sheet, banquet program, set-up and printing
- T. Supply baskets for ticket collectors to collect banquet and fun night tickets. People may not attend these events without a ticket.
- U. Hand out invitation to next year's conference at the close of the business session
- V. Collect evaluations & prepare evaluation report for February board meeting.

## **State President Duties for Conference**

1. The state president will be the Ex Officio of all committees with no vote
2. view the selected hotel
3. Negotiate with the hotel on the contract, unless designated another person to do so instead
4. Officially, sign contract.
5. Prepare business meeting agenda and banquet program
  - a. Forwards these materials to conference chair in a reasonable amount of time to allow for printing of the program
6. Order pins with the conference logo
7. Order conference ribbons for the board, past presidents, delegates and county presidents
8. Order conference mementos
9. Supply voting cards for the delegates
10. Appoint a parliamentarian for the business meeting
11. Assign complimentary rooms for the hotel, if any
12. Make arrangements for photos
13. Prepare certificates for Board, Foundation, HCL, Policy Board, etc.
14. Arrange for installation of officers

## Duties of the Nominating Committee

1. Be familiar with the credential form
2. Read all the credential submitted
3. Make certain the credentials are completed and apply to all the rules in section 5, article IV of the bylaws
4. The chairs of the nominating committee will report at the annual conference those qualifying for nomination
5. The person or persons qualifying will be introduced two times before the annual conference membership. The delegates will vote on the nominee/nominees submitted.
6. According to the bylaws, only two persons from the same county can serve on the board. Check the state or the agents' handbook for the counties of members serving on the board that will continue to serve in the following year—to be certain there is not a conflict with the bylaws. Past nominating committees overlooked this step but it must be enforced according to bylaws.
7. Check the handbook to see what counties have representation on the board. If a county has two nominees serving, you can not present a third. No more than two credentials from one county. If more than two apply, keep extra copies on file.
8. If there are more than two members from one county, the nominating committee chair in making her report at the conference would announce the names of only two nominees from a county and then state that they received credentials for more than two from named county. Then state that the bylaws state that there can not be more than two persons from a county serving on the board unless there are no nominees for office. The nominating committee chair should be sure that
  - a. All committee members have a copy of all credentials
  - b. Present the report copies to the state, for HCE files, after presenting the nominating report to the delegates/members.

Note: It is not the duty of the committee to select the person they think is best qualified

# President's Processional Guidelines

## State Conference

1. The conference district chair introduces herself
2. The district (host) president introduces the state president
3. The state president introduces the past state presidents
4. The state president introduces the state boards
5. Meanwhile the district president goes back and gets in front of her/his county president's processional line.
6. The state president will introduce the district I president.
7. District I president introduces her/his counties then introduces District II president, who introduces her/his counties, then introduces District III president, who introduces his/her counties, then introduces District IV president, who introduces his/her counties, then introduces District V president who introduces her /his counties.
8. A 3x5 index card can be provided to serve as reminders for introductions, with the names of the counties in the district and the names of the district presidents that will be introduced.
9. State president will begin her welcome.

# Recommendations for Planning the State Conference

## Refunds for Conference

Registrations are transferable but not refundable. This must appear in BOLD letters on the registration form. In the event of illness or death, a letter shall be written to the state president with a request for a refund. The state president can allow a refund at her/his discretion.

## Daily Registrations

Daily registrations need to have a day and date on the registration sheet. Make day time registration name tags a different color for each day.

## Conference Planning Notes and Tips

Be prepared with extra programs, name tags and holders, as well as banquet and Fun night tickets for on-site registration.

Keep all correspondence with registrations that you receive and take them with you to the conference. If a dispute arises about a member's registration and event/activity sign up, this information will help clear up matters.

Keep folder and log of all payments. Include name, check number and amount.

Make sure meeting rooms are listed in the contract. Check with the hotel sales representative about meeting rooms to ensure no deletions of meeting rooms in the contract. (2 months before the conference)

Only the state president and the conference chair are to be the hotel contacts, unless the state president designates another person.

Please keep the conference chair informed at all times about everything. The chair should know contact people, set-up people, etc... so when problems occur, (and they will!) the chair can contact the appropriate person(s).

## State Conference Inventory

State conference organizer needs to:

- A. Contact the district president of the conference just ending and receive these items:
  1. Voting delegate chair covers
  2. Plastic name covers
  3. Collection bins (3)
  4. Table size for drawings
  5. Ribbons that attach to name tags for the:
    - i. state board
    - ii. Delegates
    - iii. Past state presidents
    - iv. Candidates
    - v. First-timers
  6. Quilt rack
  7. Other items
- B. Item inventory lists
  1. An inventory sheet must be for these items containing:
    - i. Person's name who receives the items
    - ii. Their phone number
    - iii. Their county name
  2. Three copies of this list must be made:
    - i. A copy stays with the district president ending her conference
    - ii. A copy goes to the next district president in charge
    - iii. A copy goes to the state president

# State Conference Inventory Sheet

**Date:**

---

**District Host:**

---

**Voting Delegates Chair Covers:**

---

**Collection Bins:**

---

---

---

---

---

**Ribbons:**

---

---

---

**Quilt Rack:**

---

---

**Plastic Name Badge Covers:**

---

---

**Other Items:**

---

---

**Outgoing District President:**

*Name, County, Phone Number*

---

---

**District President Receiving:**

*Name, County, Phone Number*

---

---

Make three (3) copies of this sheet. The following people must have a copy of this sheet: the outgoing conference district president, incoming conference district president, and the state president.

## FAHCE District Presidents

# Suggested Guidelines for Planning District Meetings/Conferences

1. At least six months in advance of the dates selected for district meeting and/or conference, the district president or a co-chair should inform the following entities:
  - a. The University of Florida Administration
  - b. The district director
  - c. state agent advisor
  - d. Guest speaker
2. The state president should receive a written list of names, addresses, phone numbers and email addresses of each county officer from her/his district at the district annual meeting.

**After determining the date(s) for the district meeting, the vice-president of the district or a chair should send an invitation and map to the following individuals:**

1. State president
2. District past presidents
3. Speaker or speakers
4. District director representatives
5. Dr. Jimmy G Cheek, Vice president for Agricultural and Natural Resources
6. Dr. Larry Arrington, Dean for Extension
7. Dr Nayda Torres, Assistant Dean for Extension, Family and Consumer Sciences

### **Invitations:**

#### **1. Include these items on the invitation:**

- a. Date, time, location, costs (if any) for the meeting
  - b. Cost of the luncheon, if any guests are responsible for registration and/or luncheon fees.
2. All state board members are responsible for registration fees, unless invited by the district council.
  3. State board president is always a guest at the district annual meeting and is not responsible for registration fees.
  4. **Submitting invitations early** ensures that the University administration will be included on the agendas of the district meetings and October conference.

The district vice-president or co-chair responsibilities:

1. **Introduce the speaker** at the annual district meeting, unless district bylaws state otherwise. The state vice-president will introduce the speaker at the FAHCE state conference.
2. **Request a speaker biography** in advance for the purpose of speaker introduction at the district meeting.
3. **Provide a speaker gift.**

## Suggestions for the District Conference Duties 2006-2010

**Notes:** The host district is in charge of the silent auction. The district presidents shall be responsible at the state Conference for the ACWW raffle table. Each district donates two \$15.00 gifts toward the raffle.

**2006 Host District:**

**District Duties:**

**I**

**II**

**III**

**IV**

**V**

**2007 Host District:**

**District Duties:**

**I**

**II**

**III**

**IV**

**V**

**2008 Host District:**

**District Duties:**

**I**

**II**

**III**

**IV**

**V**

**2009 Host District:**

**District Duties:**

**I**

**II**

**III**

**IV**

**V**

**2010 Host district:**

**District Duties:**

**I**

**II**

**III**

**IV**

**V**

**District II**

Opening Pledge/Prayer/Creed,  
Auditorium set-up

Silent Auction

ACWW Table

Display Boards

Enterprises Share-a-Skill

**District IV**

ACWW Table

Opening Pledge/Prayer/Creed,  
Auditorium set-up

Enterprises Share-a-Skill

Silent Auction

Display boards

**District III**

Display Boards

ACWW Table

Silent Auction

Opening Pledge/Prayer/Creed,  
Auditorium set-up

Enterprises Share-a-Skill

**District I**

Silent Auction

Enterprises/Share-a-Skill

Display boards

ACWW Table

Opening Pledge/Prayer/Creed

Auditorium set-up

**District V**

Display Boards

ACWW Table

Opening Pledge/Prayer/Creed,  
Auditorium set-up

Enterprises Share-a-Skill

Silent Auction

## Silent Auction Guidelines

### Set-Up

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

### Auction Sheets

150 copies with 2 forms on 8 1/2 x 11 sheets paper = 300 auction sheets total.

Extra sheets of paper that can be cut in half, if needed, to add to the back of an auction sheet

Auction sheets should state: Name/County/Item/Minimum bid.

### Tables

1 for registers

Tables for auction items (usually 10) depending on availability and size of table

2 or more people to attend tables

### Room

Locked door

Someone must always be present to oversee auction room when it is unlocked

### Signs

Open

Closed

Silent Auction

### Money Receptacle

### Other Items

Pencils

Easel (if needed)

Scotch tape. (if needed to tape auction sheets to the table)

### Notes

Label each item with county and name. Person or county that is responsible must pick up items that don't sell during the auction. Auction chair may send a letter to the counties formatted to allow cutting the bottom off and sending it back to the auction chair responding with how many item donations to expect.

## State Conference Registration Guidelines

There will be:

- One (1) table for Registration
- One table for Banquet table sign up seating
- State president will reserve the front four tables
- At least two or three chairs are needed for designated rotation times

HCE allots \$300.00 for registration, nametags (if needed), postage and the program book to the district in charge of the conference. Turn receipts in to the state treasurer. Receipts should not exceed the above amounts. Please do not send the state treasurer certified mail.

### Items Needed

Packets: Approximately: 6-9. The state board will need completed packets on the Sunday before the conference begins. Approximately: 15.

### Packets must include:

- Name tag holders
- Tickets with different colors for Monday evening outing, Fun Night, and Thursday evening banquet
- Different color nametags for one-day attendees
- Approximately 8-10 extra name tags
- Include a separate sheet with registration tally for one-day attendees

### Notes:

- Nametag sizes are 2"x4"
- Provide a lost and found box near the registration table.

Bins: Three bins are in the possession of the district president or other assigned chair.

Use these bins for:

- Registration
- Evaluations
- Drawing of the prize for the conference
  - These are tickets issued from the previous conference.
  - Members bring back their ticket in hopes of winning the drawing.

**Note:** No counties are to sell anything on the registration table. The counties may sell on Enterprise and Share-a-Skill day.



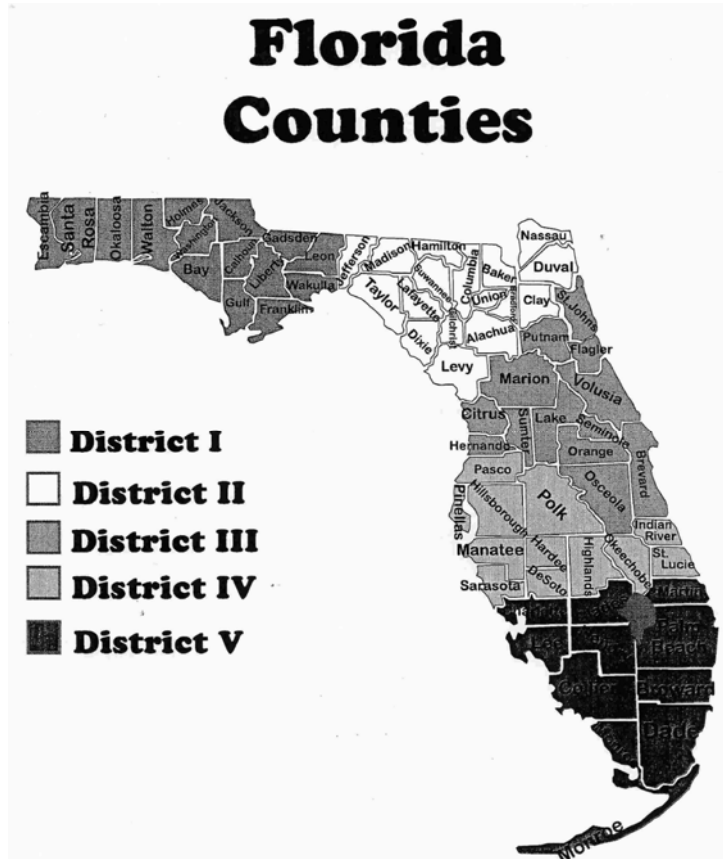
## Membership Dues

State Dues	\$	<u>4.00</u>
District, County and Club Dues	\$	<u>      </u>
Total Dues	\$	<u>      </u>

### **New Members Can Join At Any Time**

State membership application forms are in this handbook on page 7.1 and are available from your county agent and your county president as well.

# FAHCE District and County Map



District	Counties With Councils	Without Councils	District	Counties With Councils	Without Councils
I	Bay Escambia Holmes Leon Okaloosa Santa Rosa Walton Washington	Calhoun Gadsen Gulf Jackson Liberty	III	Brevard Citrus Hernando Lake Orange Osceola Putnam Seminole St. Johns Volusia	Flagler
II	Alachua Bradford Clay Duval Jefferson Levy Nassau Suwannee	Baker Dixie Gilchrist Hamilton Lafayette Madison Taylor Union Columbia	IV	Hardee Highlands Hillsborough Manatee Pasco Pinellas	Indian River Okeechobee Polk St. Lucie
			V	Lee Martin	Broward Charlotte Collier Dade Glades Monroe Palm Beach