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FINANCES

DUES

- A. **Individual member** (18 – 79) annual dues shall be \$20.00 for National FCE and \$3.50 per member for state and designated amount for Member Association/local group.
- B. **Optional Senior** (80+) member annual dues shall be \$16.50 for national FCE and \$3.50 per member for state and designated amount for Member Association/local group.
- C. **Family membership** (husband and wife) annual dues shall be \$30.00 for national FCE and \$7.00 per family for state and designated amount for Member Association/local group.
- D. **Business/Agency** membership annual dues shall be \$100.00 for National FCE and \$25.00 per membership for state.
- E. **Youth (under 18)** membership annual dues shall be \$5.00 for National FCE and 0 per membership for state.

REIMBURSEMENT FOR BOARD MEMBERS:

Members of the Maryland FCE Board will be eligible for the following reimbursements:

- A. Fourteen cents (\$0.14) per mile, plus tolls, will be allowed for travel mileage. Car pooling is encouraged.
- B. Meals not included on registration form not to exceed: breakfast - \$3.00, lunch – \$4.00, and dinner \$ - \$8.00.

DUTIES OF TREASURER

- A. Prepare annual financial report. Send a copy to State President and Association newsletter editor for publication in the first quarter. Report available on request.
- B. Include an expense voucher when mailing a reimbursement check (Form in Standing Rules, page 5)
- C. In order to save postage, bring Treasurer's books to all Board Meetings to pay members' expenses.
- D. Prepare sales tax report quarterly as required. File Federal Form 990 and 8868 by required date and retain a copy of the forms.
- E. Notify insurance (bonding) company of change of President and Treasurer's names on the Board.
- F. If not done by the Membership Chair, compute new membership statistics list for five year period; delete the oldest year, add the new year. Make copies for Board Members and Member Association Presidents.
- G. Send dues to National FCE Treasurer, dues to Country Women's Council (CWC) upon request from CWC Treasurer and dues to Associated Country Women of the World (ACWW) upon request from ACWW Treasurer.

- H. A total of 100 % of the amount collected for Coins for Friendship will go directly to CWC.
- I. Send 50% of the amount collected for Dollars for Leadership to National FCE. Fifty percent remains in the Maryland FCE treasury.
- J. Place six hundred dollars (\$600.00) each year (second year \$1,200.00 total, third year \$1,800.00 total) in reserve to cover Maryland FCE President's or her designee's expenses for ACWW triennial meeting. Therefore there should be a total of \$1,800.00 every three years.
- K. The state treasurer will notify Member Association Treasurers to provide completed National FCE membership forms for all dues-paying members. The Member Association Treasurers will send these forms (for National FCE information) as well as an alphabetical list of names, addresses, and county names (for State FCE information), along with a check for all local dues to state Membership Chairman no later than November 1.
- L. Purchase a gift, not to exceed fifty dollars (\$50.00), for the President upon leaving office. (Revision approved November 1969)
- M. Tax Exemption, Incorporation, Certificates of Deposit, Bonding of Personnel, and other corporate papers etc. are recorded in the secretary's book and with the treasurer.

EXPENSE VOUCHER

Paid to: Name _____

Address _____

Phone Number _____

Position / Representative: _____

Meeting at: Location: _____

Date(s) _____

Number of Miles _____ @ \$0.14 \$ _____

Tolls: \$ _____

Car Pool With Whom: _____

Transportation (Other): _____ \$ _____

Lodging / Hotel: _____ \$ _____

Registration Fee(s): \$ _____

Dates and Meals on own: Breakfast (\$3.00) \$ _____

(Include Receipts) Lunch (\$4.00) \$ _____

Dinner (\$8.00) \$ _____

Other Expenses: (Enclosed Itemized Receipts)

Telephone _____ \$ _____

Postage _____ \$ _____

Supplies _____ \$ _____

Miscellaneous _____ \$ _____

Total \$ _____

Approved By: _____ Date: _____

MD FCE (Immediate Past President / President Elect) or

RDC (Current Chairman) or

FCL (Vice President for Public Policy)

Reviewed and Reprinted October 2015

Check Number: _____

Date Paid: _____

RESOURCE DEVELOPMENT COMMITTEE (RDC)

The name of this committee shall be the Resource Development Committee (RDC) of Maryland FCE, Inc. The purpose of RDC is to provide funds for organizational, educational and leadership development needs.

Duties:

The duties of the committee shall be:

1. To enhance the educational and leadership development programs of FCE.
2. To identify financial needs of Maryland FCE, secure funds, write grant applications and offer suggestions to the Board of Maryland FCE on the disbursement of monies secured for educational and leadership purposes.
3. To review and recommend funding for proposals submitted by Member Associations or Educational Committees.
4. To serve as a Ways and Means Committee for Maryland FCE operations and to submit plans for raising annual funds to the Maryland FCE Board.
5. To compile and send an annual report of activities and accomplishments to the Maryland FCE President.
6. To approve expenses of Maryland FCE related to educational and leadership development commitments. Applicants must use Maryland FCE Voucher Form (page 5).
7. To meet as a committee at least once a year.

Structure:

1. This committee shall be made up of at least three Maryland FCE members, appointed by the President with the approval of the Executive Committee. The Vice Presidents for Program and Public Policy shall serve on the committee but have no vote.
2. The Maryland FCE President will appoint the chairman.
3. Each region should be represented on the committee if possible.
4. Membership should rotate with at least one new member appointed annually.
5. Members of this committee shall serve two years, beginning January 1, and may be reappointed.

Maryland FCE/RDC Grant Proposal Guidelines:

1. Upon recommendation of the RDC Committee, the Maryland FCE Executive Committee has the authority to approve grant proposals.
2. The Maryland FCE Vice Presidents for Program and Public Policy must review Grant proposals recommended by Educational Coordinators.
3. RDC will provide assistance and training in writing grant applications.
4. Grant proposals submitted by Maryland FCE, Inc. should be co-signed by the Maryland FCE President and the Coordinator or Chairman writing the grant proposal.
5. Submit Maryland FCE Expense Voucher to RDC Committee for reimbursement.

RDC Use Only
MD FCE Approval _____
Date _____
Amount _____

RDC GRANT APPLICATION FOR CLUBS, COUNTIES, COMMITTEES

I. Name of Maryland FCE Member Association/Club:

II. Contact Person:

Address:

Phone Number with Area Code and Email Address:

III. Program Title

IV. Description of Grant Proposal (use back of form):

V. Goals to be achieved by program.

How will the program benefit the participants, the Associations/Clubs and Community?

VI. Program Time Frame:

VII. Amount Requested:

VIII. Proposed budget (attach copy):

Applicant's Signature: _____

Title: _____

Return Grant Application to RDC Chairman

If the grant is accepted, within thirty days after completion of the project, please fill out and return the Grant Evaluation Form (page 8) that you will receive.

RESOURCE DEVELOPMENT COMMITTEE GRANT EVALUATION

Program Title:

Sponsored By:

Date of Program:

Number of Volunteers Contacted with Program:

Number of People Attending:

Goals Achieved – give results:

Publicity (include any flyers, news articles, photos, etc.)

Evaluation by Participants:

General Comments:

Within thirty days after completion of the project, please fill out and return this Grant Evaluation form to the RDC Chairman. Enclose one copy of each handout or other supporting material, if any, used during the program. Also enclose a copy of your final financial report, including in-kind contributions of goods or services connected with your project, so that RDC may use this as a guide for future grant requests.

Applicant's Signature: _____

Title: _____

MEMBER ASSOCIATION RESPONSIBILITIES

MEMBER ASSOCIATION PRESIDENT

1. Following Conference/Regional Meetings, coordinate the Maryland FCE Program of Work for the coming year with the Vice Presidents and Education Committee of County Member Association. Select, plan, present and report on chosen FCE educational programs and events for the year. Program reports are due to Maryland FCE Vice President for Program by December 31, in the year in which the programs were completed.
2. Encourage or arrange for officers/chairmen to transfer pertinent materials and records when their term has ended.
3. Send a copy of the Association program book to Maryland FCE President and the newsletter editor. Include the Maryland FCE President, the state newsletter editor, and the web site chairman on each county's mailing list.
4. Send information on 50, 60, 70 and 75 year clubs and 20, 30, 40, 50, 55, 60, 65, 70, 75 and 80 year members to Maryland FCE Vice President for Program by December 31. See pages 21 & 22 for forms.
5. Invite Maryland FCE president to attend at least one Association business meeting during the term of office.
6. Send to Maryland FCE President, the names of newly elected Association Officers and county chairmen by September 1. See page 27 & 28 for form.
7. Send two copies of any nominees from your local association on nomination forms. Send forms and support materials for candidates for state office to the chairman of Maryland FCE Nominating Committee at least sixty days (if possible) prior to Maryland FCE Annual Conference. See page 26 for form.
8. Represent Member Association at Maryland FCE Annual Conference. Encourage members to attend the Maryland Annual Conference and Regional meetings. Report to local Association members the business decisions made by Maryland FCE and encourage support thereof.
9. If requested, bring your banner to the Annual Conference. Banners should be 24" x 36" and 80 ½" from floor to top of banner.
10. Two minute oral reports will be given at the state Regional Meeting or Annual Conference. Written copies of the report are to be given to the State Secretary and President. Reports should focus on one subject and stay within the designated time allotment.
11. Inventory sheet (page 25) should be completed and given to State Vice President for Program at the Annual Conference or sent within 30 days following Annual Conference.
12. Send one copy of the annual report of the Association's activities and accomplishments to the State President by December 31. For uniform reports, please use the attached form (pages 10, 12-15). All reports should be typed. Include a summary of events, especially relating to educational programs, marketing FCE in the community and contacts/programs with other community groups (church, service groups, PTA, 4-H, etc.). Also, share the exciting and unique FCE activities you do.

MEMBER ASSOCIATION PRESIDENT'S REPORT

NAME OF MEMBER ASSOCIATION: _____

President's Report – by _____ Term _____

January 1, 20____ - December 31, 20____

Total Membership # _____ Clubs # _____ Members Non-club _____

New Members # _____

_____ Number of Programs Presented to members	+ _____ Number of Programs Presented to Non- Members	= _____ Total Number of all Programs
_____ Total number of FCE Presenters for all programs		
_____ Number of Members Reached	+ _____ Number of Non-Members Reached	= _____ Total Number of People Reached

Total Volunteer Hours # _____ for FCE Activities

Total # _____ of Scholarships Awarded	Total Amount \$ _____
# _____ of Scholarships to Members	Amount to Members \$ _____
# _____ of Scholarships to Others	Amount to Others \$ _____

Presidents' written report should follow and elaborate on activities of the county throughout the year including (but not limited to) programs, meetings, fairs, essay contest, and marketing.

MEMBER ASSOCIATION RESPONSIBILITIES (CONTINUED)

MEMBER ASSOCIATION VICE PRESIDENT AND EDUCATION COMMITTEE

1. Attend Maryland FCE Annual Meeting and assume leadership role in developing and implementing education issues presented at leadership training.
 - a. Involve members in developing, presenting and evaluating the chosen Maryland FCE program/project.
 - b. Cooperate with other agencies or organizations having similar project and/or educational interests.
2. Encourage monthly reports from members and clubs on educational issues and other FCE activities (such as Literacy projects, books for newborns, storybook aprons, Tune-Out Violence, CHARACTER COUNTS!®, Romania, exhibits, displays, etc.) Local Member Association forms to be utilized.
3. Each Member Association should set aside a special meeting in which county officers/chairmen compile annual reports. The reporting year is January 1 – December 31. Use report form pages 12 - 15 designated by Maryland FCE. Summarize monthly club reports pertaining to education issues and activities. Submit completed report forms to Maryland FCE Vice President for Program by December 31.
4. Guidelines for collecting data and reporting:
 - A. List all educational programs, projects and activities.
 - 1) Was it a Maryland FCE program of work?
 - 2) Was it a Leader Training program? Other? How presented?
 - 3) What were the objectives and the results?
 - 4) How many volunteer hours were spent?
 - 5) How many members and non-members were reached?
 - 6) How much money was spent for this project?
 - 7) What was the Media/Publicity effort? (Examples include letters of invitation, promotional flyers, newspaper releases, etc.)
 - 8) Was there any supplementary/documentation material? (Examples include pictures, promotional flyers, handout materials, etc.)
 - B. All county reports are due to Vice President for Program by December 31.
5. Serve as a liaison between Maryland FCE and Member Associations pertaining to program of work.
6. Orient new chairmen and committee members to their duties and responsibilities. Transfer appropriate material such as FCE program book and any other pertinent educational materials to incoming chairmen.

ACTIVITY REPORT FORM

COUNTY _____ OR CLUB _____ YEAR _____

PERSON SUBMITTING _____ PHONE _____

List Programs Presented*	# of FCE Presenters	FCE hours Volunteered	# of FCE Members Reached	# of Non FCE People Reached	FCE Dollars Spent
January					

*List all FCE Program Titles related to your Programs (see list).

February					
----------	--	--	--	--	--

*List all FCE Program Titles related to your Programs (see list).

March					
-------	--	--	--	--	--

*List all FCE Program Titles related to your Programs (see list).

April					
-------	--	--	--	--	--

*List all FCE Program Titles related to your Programs (see list).

List Programs Presented*	# of FCE Presenters	FCE hours Volunteered	# of FCE Members Reached	# of Non FCE People Reached	FCE Dollars Spent
May					

***List all FCE Program Titles related to your Programs (see list).**

June					
------	--	--	--	--	--

***List all FCE Program Titles related to your Programs (see list).**

July					
------	--	--	--	--	--

***List all FCE Program Titles related to your Programs (see list).**

August					
--------	--	--	--	--	--

***List all FCE Program Titles related to your Programs (see list).**

List Programs Presented*	# of FCE Presenters	FCE hours Volunteered	# of FCE Members Reached	# of Non FCE People Reached	FCE Dollars Spent
September					

***List all FCE Program Titles related to your Programs (see list).**

October					
---------	--	--	--	--	--

***List all FCE Program Titles related to your Programs (see list).**

November					
----------	--	--	--	--	--

***List all FCE Program Titles related to your Programs (see list).**

December					
----------	--	--	--	--	--

***List all FCE Program Titles related to your Programs (see list).**

RELATE THESE TITLES TO PROGRAMS YOU PRESENTED THIS YEAR

The Hearth Fire Series

1. Someone's in the Kitchen Cooking for One or Two
2. Someone's in the Kitchen Basic Cooking Techniques
3. Someone's in the Parlor Minding Their Manners
4. Someone's in the Super Market Buying Safe Food
5. *Someone's in the Family Room Asking "Mommy, What Can I Watch?"
6. *Someone's in a Meeting Serving As A Delegate
7. Woman to Woman Searching For CHOCOLATE!
8. Woman to Woman .. Learning About Mammograms and Pap Tests (Updated 2008)
- 8a. Person to Person....Does Your Engine Purr?
9. Someone's in the Living Room With an Eye for Redecorating
10. *Someone's in a Meeting Making Good Decisions
11. *Someone's in the USA Showing Respect for the Flag
12. *Someone's. K.I.S.S.ing in Public - a quick "how-to" on Eye Catching Displays
13. Women to Women Bone Breaking Facts
- a. Person to Person...Here's to Your Health
14. *Someone's Saying Don't Do It! Delegate!
15. Someone's Saying Move the 'Write' Way
16. Woman to Woman Body Talk
17. *Someone's Saying Electronic Manners Count Too!
18. Woman to Woman Do I have Diabetes?
19. Someone's in the USA Prepared For a Natural Disaster
20. Someone's in the USA Making Plans to Travel
21. *Someone's in a Meeting Practicing Proper Protocol
22. Woman to Woman Forgetfulness of Alzheimer's
23. Person to Person More than Skin Deep
24. Person to Person Polishing Your Social P's and Q's
25. Someone's Asking What Household Records Do I Keep?
26. Woman to Woman Celebrate! (your health)
27. Someone's in the USA Saying Show Me the Power of Healing Foods
28. *Someone's in the USA Asking Can I Be a lobbyist?
29. Woman to Woman Why Should Love Hurt?
30. *Woman to Woman Resisting the Deadly Triangle of Violence
31. *Person to Person Serving on a Board
32. *Person to Person Can We Talk?
33. *Person to Person Resolving Conflict
34. *Organization to Organization Recruiting and Keeping Members
35. Person to Person Here's to a Healthy Heart
36. *Person to Person Guidelines for Developing a Dynamic Group

37. *Someone's in the USA Court(ing) the Judicial System
38. *Video Games! Coming To A Screen Near You
39. *Someone's Asking...is the Cyberhighway friend or foe?
40. *Books, the other Channel
41. Someone's in the kitchen... Making Concoctions
42. *Kids Gone Wild??? Our Own Fault
43. Someone's in the World ... Being Green
44. A Child is Asking...."Take me to the Movies"
45. Someone's Looking in the Mirror...and Sees the Face of Arthritis
46. Someone's Asking...What is Sexting and Cyberbullying?
47. Woman to Woman...Look Fit and Fabulous at ANY AGE
48. Someone's Asking.... Money, Money, Money
49. Someone's Asking....Paper, Plastic, or Neither
50. Woman to Woman...How Do We Talk about Autism?
51. Loving the Men in Your life...Understanding How to Keep Them Healthy
52. Take It To The Street...The Media Street.
53. Someone's Asking...What is Chronic Pain?
54. Is There a Vaccine to Cure Rudeness?
55. Dress for Success – Teen Edition.
56. Some is saying...Strut your Stuff Developing Great Brochures
57. Someone's Asking...How Can We Stretch Our Food Budget?
58. Someone's Asking... What are your Fingers Saying When You're Typing on Electronic Devices?
59. Advance Directives – Do I want/Need Them?
60. Someone's Asking...What is Maternal Health?
61. Hope on the Horizon...Finding and Recruiting New FCE Members
62. *Someone's Asking...about Human Trafficking
63. *Grandparents Raising Grandchildren
64. *Someone's Asking...How do I Manage my Obesity?
65. *Someone's Asking...How is Technology Affecting my Family?
66. *Someone's Asking...Are You a Sugar Addict?
67. Aging in Place Aging Well

***Indicates FCL Educational Lessons**

The following is a list of FCL Educational Lessons:

"A Little Fluff In Your Ear" (FCL - Leadership) Communication begins with listening. Find out if you really listen when others are talking. Learn techniques of true listening.

"All Stressed Up...And A Million Places To Go" (FCL - Leadership) Have fun learning how to relax and just "let it go". (Three 30-minute programs)

"Are Bullies For Real?" (FCL Issue Analysis & Resolution) Have you ever been the target of a bully? How does it feel to be bullied? How do bullies operate? Learn ways to stop a bully.

"Board Service: Leadership in Action" (FCL - Public Policy) Serving on community, county and state boards/commissions takes high motivation, knowledge in the subject area, dedication, proper application and skill in writing a resume.

"Cocoons of Culture - Promoting Diversity and Cultural Pluralism" (FCL - Volunteering/Mentoring) It is not enough merely to be aware of our differences; we must be encouraged to explore, construct, share and apply our personal culture to our community work.

"Degree of Life: Validating Life Experience in the World of Community Work and Leadership" (FCL - Volunteering/Mentoring) Promoting the value of life experience in the world of community work, leadership and volunteerism is key to our future survival as productive and responsive communities.

"Difficult People: Handle With Care" (FCL - Group Process) Three 30-minute programs that teach how to turn these people into responsive, supportive members.

"Don't Do It! Delegate!" (FCL - Leadership) Learn skills for getting things done the right way and by others! The most effective leaders (and parents) don't "do it all", they delegate. Here's the latest research in these techniques for group success.

"Effective Teaching" (FCL - Teaching Techniques) This resource has been designed to aid FCL leaders in accomplishing the task of developing competent and confident teachers.

"Energized Communications" (FCL - Group Process) Four keys to getting an audience to listen and respond. (Three 30-minute programs)

"Energizing A New Wave Of Volunteers" (FCL - Volunteering/Mentoring) Enjoy the skit that will energize volunteers in your organization and/or community. Find out if you're a flint, a sponge or a honeycomb in this updated FCL program.

"Quilts-Working Together" (FCL - Group Process)

"The Power of Teaching – How to do a Power Point Presentation" (FCL - Teaching)

"What is Your Style of Learning?" (FCL - Volunteering)

"From Chaos....to calm" (FCL - Leadership) Organizations can work only when everyone "plays by the rules". Parliamentary procedure can make meetings a pleasure for everyone.

"I Have A Little Shadow" (FCL - Issue Analysis and Resolution) Members learn how to shadow a public policy maker.

"I Just Got Caught Up With Yesterday, By Tomorrow I Should Be Ready For Today" (FCL - Leadership)
Time management for the randomly organized. (Three 30-minute programs)

"Leadership 101: The Budding Leader" (FCL - Leadership) What is leadership? This hands-on workshop helps you define leadership and sets you on the upward spiral path to the top.

"Let's Talk" (FCL - Group Process) Helps groups to understand the differences between effective and ineffective groups, and to learn ways to have more creative discussions.

"Letting Go With All Your Might" (FCL - Leadership) Learn FCE Consultant, Kim Wolinski's cycle of change to move from a crisis to an adventure.

"Mentoring: The Purpose, The Challenge" (FCL - Volunteering/Mentoring) This lesson will help you understand the need and the reasons for mentoring, some ways to mentor, some qualities of a mentor and of a person being mentored, a plan for mentoring and a way to review and evaluate the results of mentoring.

"Mommy, Where do Volunteers Come From? (FCL- Volunteering and Mentoring) Think "outside the box" about volunteers and volunteering.

"Now---You're the Teacher!" (FCL - Teaching Techniques) Make an origami frog plus learn the secrets of sharing information in a lively, persuasive way. You'll be a teacher in no time at all with this FCL lesson.

Putting CHARACTER COUNTS!® to Work In Your Life, In Your Family, In Your Community" (FCL - Issue Analysis and Resolution) This lesson is to help you and your audience to define ethics and values so that their difference is clear; to show how choices -- even those we think are minor -- have an effect on those around us; and how to put the CHARACTER COUNTS!® materials to work in your community.

"Returning to the Workforce and/or How Volunteering Can Work for You (FCL- Volunteering/Mentoring) Learn to identify the skills you have gained from running your household and as a volunteer to obtain a paid job or another volunteer job.

"So You're a Volunteer" (FCL - Volunteering/Mentoring) This lesson is designed for groups who are trying to recruit new volunteers. It includes factors that motivate people to want to volunteer and describes the benefits they receive. Receive tips on keeping volunteers energized and feeling good about the services they render.

"Some Assembly Required" (FCL - Group Process) Three 30-minute programs that stand alone or make a 90-minute workshop on how to help groups actually become productive.

"Stepping Up To The Plate" (FCL - Public Policy) Have fun with the skit and activities in this lesson. Learn about public policy tools that will help you influence people in public office using updated FCL curriculum.

"Ten Ways to K.I.S.S. in Public" (FCL - Teaching Techniques) Have you ever wondered how speakers make it look so easy? This workshop will give you hands-on tips for professional speaking skills.

"The Care And Feeding Of Group Members" (FCL - Group Process) A program to help groups become more productive when they have had an opportunity to get acquainted.

"The Deadly Triangle, Media Violence: It's Effects On Women" How Media Violence Affects Women. (FCL - Issue Analysis and Resolution)

"True Leadership" (FCL - Leadership) Determine your personal motivation and understand what it means to be a true leader.

"Whooo, Me???" (FCL - Issue Analysis and Resolution) Working to define issues and concerns in your community.

"You Can Do It!" Revised 2003 (FCL - Teaching Techniques) Book Tips on Polishing Your Presentation Skills.

"Developing Leadership with the "V" Formation" Tips on working together

"How Big is Your Heart?" Teaching Techniques

"Involve Me and I Understand" Teaching Techniques

"Quilts-Working Together" Group Process

"The Power of Teaching How to do a Power Point Presentation" Teaching Techniques

"What is Your Style of Learning?" Volunteering

"Why Parli Pro? Ready or Not Ready" (FCL - Group Process) Parliamentary procedures made easy

"So You Want to be Involved" (FCL - Public Policy)

"Do You Fear Public Speaking?" Teaching Techniques Helpful ways to feel comfortable speaking to a group.

JUNQUE in your Trunk"!!! Making positive changes in your life.

Popping Pills: RX Drug Abuse

Building Teamwork (FCL – Volunteering) How to build effective teams

V is for Valuable Volunteers (FCL – Volunteering)

Stars and Stripes Forever – (FCL – Issues Analysis) History of and how to display the flag.

Power Point® Basics (FCL – Teaching Techniques)

Motivating Members, Great Groups, Terrific Teams (FCL – Group Process)

Charter Building Starts sat Home (FCL - Issue Analysis)

Being Your Best, Every Day (FCL – Teaching Techniques)

What are your Medications Telling You? (FCL - Issue Analysis)

Grow as a Volunteer Issue (FCL – Issue Analysis and Resolution)

Stop This Epidemic Now: Opioids (FCL - Public Policy)

Wills, Trusts and Funeral Plans (FCL - Group Process)

MEMBERSHIP RECOGNITION APPLICATION

Membership in Maryland FCE will be recognized at **twenty, thirty, forty, fifty, fifty-five, sixty, sixty-five, seventy, seventy-five** and **eighty** years of membership.

Name: _____

Address: _____

City	State	Zip Code
------	-------	----------

County: _____ Club: _____

Year First Joined: _____ Years of Membership: _____

Highlights of Membership:

Will you attend the Maryland FCE Regional or State Meeting? _____ yes _____ No

Signature of Member Assn. President

Signature of Member

Date

Date National FCE Certificate awarded: _____

Date Maryland FCE Certificate awarded: _____

Return the completed form by December 31 to MDAFCE VP for Program.

CLUB RECOGNITION APPLICATION

Certificates will be awarded to all Clubs in continuous existence for **50 or 75 years**. Clubs may receive one certificate for fifty years and one certificate for seventy-five years.

Name of Club: _____

City: _____

County: _____

Club President: _____

Address: _____

Telephone: _____

Date Club Founded: Month _____ Day _____ Year _____

Will a club representative be attending the Maryland FCE Regional or State Meeting?

Yes _____ No _____

Date Maryland FCE Certificate Awarded _____

Return the completed form by December 31 to MDAFCE VP for Program.

REVIEW OF FCE MINUTES

DATE _____

I have read and approved the Maryland FCE _____ Minutes.

I have read the Maryland FCE minutes and suggest these corrections:

<u>Page</u>	<u>Paragraph</u>	<u>Corrections</u>
-------------	------------------	--------------------

Signed: _____

RETURN WITHIN ONE WEEK TO THE MARYLAND FCE SECRETARY

RECORD OF MOTION

Date:

Motion:

Maker: _____
Signature and Title

To be filled in by Secretary	Seconded by: _____
_____ Carried	Type Mtg.
_____ Lost	_____ Executive Committee
_____ Tabled	_____ Board of Directors
	_____ Association Meeting

RECORD OF MOTION

Date:

Motion:

Maker: _____
Signature and Title

To be filled in by Secretary	Seconded by: _____
_____ Carried	Type Mtg.
_____ Lost	_____ Executive Committee
_____ Tabled	_____ Board of Directors
	_____ Association Meeting

FCE INDIVIDUAL INVENTORY - 20_____ (year)

To be filled out by all officers, coordinators/chairmen, and Member Association Presidents for the preceding year and for the coming year. Use a separate form for each office. Make out in duplicate and retain one copy for your files.

NAME _____ Member Assn. _____

ADDRESS _____

EMAIL _____ PHONE _____

POSITION _____ Incoming _____
Remaining _____
Outgoing _____

Maryland FCE Officers, Committee Chairmen
FCE Program Book _____
Association Presidents
FCE Program Book _____
Display Board _____

ABOVE RECEIVED FROM _____
OR GAVE TO _____

LIST any other State property that you have in your possession. (Tapes, state banner, state owned Program Books, stationary and folders.)



LIST saleable items that you have assigned to you and the number of each.

Quilt Pins _____ Other (List) _____
_____ _____
_____ _____
_____ _____

Signature _____ Date _____

Please return this form to the Vice President for Program at the Regional or State Conference or no later than 30 days after the Annual Conference (See Directory for address).

Member Association Officers, Education Committee and Chairmen – 20____(year)

Association _____

OFFICERS

Telephone Number

President _____ () _____

Address _____ **Email Address**

President Elect _____ () _____

Address _____ **Email Address**

Vice Pres. Program _____ () _____

Address _____ **Email Address**

Vice Pres, Pub. Pol. _____ () _____

Address _____ **Email Address**

Secretary _____ () _____

Address _____ **Email Address**

Treasurer _____ () _____

Address _____ **Email Address**

Parliamentarian _____ () _____

Address _____ **Email Address**

(over)

EDUCATION COMMITTEE

Telephone Number

Name _____ (_____) _____
Address _____ **Email Address** _____

Name _____ (_____) _____
Address _____ **Email Address** _____

Name _____ (_____) _____
Address _____ **Email Address** _____

Name _____ (_____) _____
Address _____ **Email Address** _____

CHAIRMEN

Marketing/Public Relations _____ (_____) _____
Address _____ **Email Address** _____

Membership _____ (_____) _____
Address _____ **Email Address** _____

Editor _____ (_____) _____
Address _____ **Email Address** _____

Please complete this form by September 1 and send to **Maryland FCE President**.

Maryland Association for Family and Community Education, Inc.

Work Sheet for Planning FCE Program

Program: _____

An FCE Club program should contain:

1. Bonding or ice-breaker or roll call idea

Get members thinking about the topic.

2. Objectives

What you want members to learn?

3. Information about topic of program

What materials the leader can read to understand the information you want the members to learn?

4. Activity or Activities

Activities that involve the members and help illustrate the point of the program quizzes, skits, puzzles, games, etc.

5. Summary of presentation

Review materials to reinforce the information that has been learned and illustrated.

6. Post Program Report

Record statistics and information about presentation.

HISTORY OF FAMILY COMMUNITY LEADERSHIP (FCL)

National:

Family Community Leadership (FCL) is an educational program to develop individual skills and confidence for leadership positions and to help citizens understand policy issues relating to families and communities. Historically, the program was co-sponsored by FCE and the Cooperative Extension Service (CES). Initial funding for the program was provided by the W. K. Kellogg Foundation of Battle, Creek, MI.

From 1981 through 1986, the program was piloted in six western states: Alaska, Colorado, Hawaii, New Mexico, Oregon and Washington. Following a national dissemination in 1986, the W.K. Kellogg foundation provided funding for implementation of the program in all 50 states and 3 territories. In 1992, a national evaluation was completed documenting success of the program and providing recommendations for continuation beyond the Kellogg funding.

In 1993, by agreement of the partners, FCE assumed the management of the FCL program. Kellogg granted funds to set up FCL offices in four geographic regions and to pay for a staff person at FCE Headquarters for one year. The logo and name are trademarked by FCE.

Maryland:

In May 1987, Anne Arundel, Baltimore, Carroll, Dorchester, Frederick, and Howard counties became pilot counties for the program. Maryland participated in a regional training and sharing with the District of Columbia, Delaware and West Virginia, in August 1987.

Maryland received its' Kellogg \$50,000 grant in 1989. The program was structured by a Policy Book of guidelines and reports had to be made to the Kellogg Foundation.

There was a governing Board, which consisted of nine members (3 FCE, 3 CES and 3 Members at Large). The Board met four times a year. The University of Maryland Volunteer/Leadership Coordinator and the Maryland FCE President attended these meetings.

The basic training program consisted of thirty hours of training in five areas:

- ❖ Leadership and Communications
- ❖ Working with Groups
- ❖ Issue Analysis and Public Policy
- ❖ Volunteerism
- ❖ Teaching Methods

Each participant was required to give pay-back time of twenty-four days in team teaching for training others or time given in other leadership positions.

In December 1992 the Maryland Kellogg grant terminated. The Policy Book was reviewed and revised to assume a new structure under FCE management. In July 1993, the Maryland FCL Board was dissolved. A standing five member FCL Committee (three FCE members, one CES member and one Member at Large) was formed. The Maryland FCE Vice President for Public Policy chairs the committee. The University of Maryland Volunteer/Leadership Coordinator and the Maryland FCE President attend meetings. Sub-committees of Program, Marketing and Financial Funding supplement the FCL Committee.

Various types of training, networking and certificate granting are according to National FCE-FCL guidance.

In 1998, the FCL committee became a part of the Maryland FCE Educational Committee. The Vice President of Public Policy serves as the chairman of FCL for Maryland FCE. FCL will offer programs and activities through the FCE educational committee.

Family Community Leadership Criteria for 30 hours of FCL Training

The 30 hours of FCL training will consist of three hours in each of the following topics equaling 18 hours. The remaining 12 hours are flexible, however, they must also be in the following categories.

LEADERSHIP: Learn to assume leadership in personal and community settings.

- Learn to distinguish leadership styles for different situations.
- Develop planning, interpersonal and communication skills.
- Learn to work with media.
- Examine the role of ethics and values in personal leadership.
- Understand the value and behavior differences based on gender and culture.

GROUP PROCESS: Learn and practice the skills necessary to lead a cohesive group that accomplishes tasks.

- Establish trust, clear communication, shared goals and recognition among group members.
- Apply appropriate decision-making methodologies.
- Learn to understand the developmental stages of group/group members and the differences between task and process segments of group management.

ISSUE ANALYSIS AND RESOLUTION: Gain ability for identifying and analyzing issues which affect the family and learn to apply techniques for issue resolution.

- Discuss identification of issues, their origin and interrelationships.
- Understand issue analysis, development of alternatives and their consequences.
- Develop and implement action plans resolve issues.
- Identify and discuss how issues impact families and communities.

PUBLIC POLICY: Become active and effective citizens and apply knowledge to teach others.

- Learn to understand the public policy process.
- Understand the three branches of government and their interaction.
- Understand the use of informal systems, i.e. coalitions, networks, press, etc.
- Monitor issues and decision makers.
- Know techniques to influence the system.
- Examine ethics within public policy area and make decisions about them

VOLUNTEERING AND MENTORING: Mentor, manage, motivate, and train volunteers.

- Learn and understand reason for volunteering.
- Apply effective volunteer program management strategies.
- Tailor programs to mirror cultural differences.
- Encourage staff and volunteers to work together as peers.
- Mentor potential FCE leaders and officers.

TEACHING TECHNIQUES: Experience and apply effective adult and youth education methods for teaching FCL concepts.

- Learn to understand and apply adult and youth education concepts.
- Explore and use effective methods for adult training.
- Plan, conduct and evaluate training sessions.
- Use audiovisual equipment.
- Learn to recognize cultural differences in learning styles.
- Develop a comprehensive community education program on local concerns.
- Improve presentation skills.

Instructions for Maryland FCE Membership Chairman

Yearly Responsibilities:

- I. Early to mid-August following the National FCE Conference:
 - A. Write “Look What’s Happening” FCE Dues Article and send to Jean Purich.
 - B. Send a letter to Member Association Treasurers. An example is attached. Include current National FCE membership form and Maryland FCE Membership/Financial Form. Get these forms from Jean Purich or Libby Wade after the National Conference.
- II. October through November when receiving yearly memberships:
 - A. Check that \$ and count of members agree with FCE Member Association Membership/Financial Form.
 - B. Note and record new members and corresponding recruiters for later drawing for our conference and to report to national (by March 1) for star pins for the recruiters.
 - C. Send a report to Maryland FCE Treasurer (Elizabeth). Include all information about \$ and membership. Indicate any \$ discrepancies you find. Unfortunately some of our county treasurers make mistakes.
 - D. Alphabetize all membership forms and check the current computer membership list making any changes of new members, change of address, type of membership, etc. See Part III below for what to do with these.
 - E. Make copies of new membership forms and add to our membership notebooks. Go through our membership notebooks noting (upper left corner) their current membership and any changes of address etc.
- III . By December 1:
 - A. Past instructions were to have the membership forms postmarked by December 1 and on their way to National. Add a note that the money to cover them will be coming from our treasurer under separate cover.
 - B. E-mail membership list to the National Treasurer and to National Headquarters by December 1.
 - C. Each set of postal mailing and emailing is called a batch. This first set is Batch 1.
- IV. Additional Memberships during the year:
 - A. Follow the above instruction in Part II.
 - B. Periodically send just these addition memberships to the National Treasurer and National Headquarters as you did in Part III.
 - C. They will be labeled Batch 2, Batch 3, etc.

Other Responsibilities:

- I. Send news articles to Jean Purich for “Look What’s Happening”.
- II. Send membership information to Jean Purich so she can mail out newsletter.
- III. Send information to NAFCE Headquarters for recruiter stars by about March 1.
- IV. Compute new membership statistics list for five year period; delete the oldest year, add the new year. Make copies for Board Members and Member Association Presidents.

Written by Barbara Perry in 2009
Revised by Martha Moser in 2011 & 2018

PLANNING A MARYLAND FCE CONFERENCE

General information for planning a State Conference for FCE

Additional Information

1. Request proposals from at least 3 hotels near Extension Office and/or at a central location in the County. Visit the hotel, check handicap parking, bathrooms. Schedule Conference Sept/Oct FCE Week preferred. 1st day of Conference reserve meeting room 8AM to 9PM; 2nd day 8AM-3:30PM. Ask if meals are buffet or plated. Food-2 Breakfasts, 2 lunches, 1 dinner. Entertainment 7 - 8:30PM.
2. Pick a hotel. Any hotel you talk to will want you to sign a contract with them – right away – get them to send you meal plans – which should include how many you need to have for each choice. Pick meals that they will prepare for 30 or less.
3. Get a group of members together from your county that are willing to help you with decisions – Like which hotel – meals to get, etc. This group will also help you pick the hotel you choose. This group will probably not help you with leg work, but you need them to help you work through the problems. You need this group in place BEFORE you sign the contract. You also need to know when payments are due to the hotel – BEFORE you sign and as much information about extra charges – see below – BEFORE you sign the contract!! The hotel will want a deposit when you sign the contract.
4. Ask counties that are coming if they have anyone who they know of that needs certain kinds of meals – like a vegan or someone everyone knows has a certain allergy
5. Once you have picked a hotel – start working on the price the conference will cost. You need to include the cost of the room – for a single, a double, 3 to a room & 4 to a room – and you need to ask the hotel is there is a cost for 3 or 4 sharing one room. You need to divide the cost of the conference room (if there is a cost) by say 30 – if you are shooting for 30 to come to the conference. You need to include the cost of meals. You need to know if the room comes with breakfast the day after they spend the night. If you are planning to have juice, muffins, etc. available the 1st day of the conference you need to find out the cost of that – per person – and include that in the total price.
6. You need to find out from the hotel if there are extra charges – i.e. for extra tables – to set things on – for a microphone – a projector, a screen – if needed – power point – special meals – i.e. for a vegan or vegetarian – a handicapped room. Be sure all rooms are on the 1st floor if the hotel does not have an elevator!! You will also need to cost a room the day before the conference and the day after – for anyone who wants to come early or stay late.
7. State will pay a maximum \$200 for evening entertainment.
8. Obtain Deposit check from State Treasurer. Watch for changes in set up charges on Contract. Ask and include on Contract when Cost is to be paid – i.e., before 1st day of Conference, end of Conference, 14 days ahead of Conference, etc. A 20% overhead charge is applied to all food and beverages.
9. You need to give the sales director the MD Tax exempt certificate (copy unless they need to see the original). Overnight guests pay the State Treasurer who will pay for the rooms (tax free). Make sure the front desk who checks guests in is aware of this.
10. Request table cloths for all tables, eating and display. Have water pitchers on eating tables. You need at least 7 display tables plus a Registration table with 2 chairs and a small table for power point. Have speaker bring their own lap top, power point projector or obtain from Extension at no cost. See if the hotel will provide centerpieces for officer and eating tables at no cost.
11. Put on Registration Form - handicapped and food restrictions. Put Registration form in Summer LWH and directions to Conference in Fall LWH newsletter. Appoint the County Treasurer or other member to receive registrations and deposit checks in Bank.

MARYLAND FCE CONFERENCES

State President and host Member Association(s) shall work together to plan and facilitate Conferences/Regional Meetings of the Member Associations.

A. State President and Vice Presidents' Responsibilities (when applicable):

1. Secure host association(s) and notify the Board of Directors and the Member Associations.
2. Establish date and budget after consulting with host association(s). Take into consideration all holidays.
3. Provide host association(s) with:
 - a. Evaluation form to be inserted in program book.
 - b. List of guests invited by State Association. Maryland FCE to assume costs.
 - c. Agenda and other information for meeting and dinner/luncheon program to host association(s) at least two weeks prior to meeting.
 - d. Seating arrangements for conference, luncheon/dinner.
4. Assign members to give invocation at dinner/luncheon.
5. Assign hostesses for special guests as deemed necessary.
6. Meet with host association(s) before final decisions are made.
7. Arrange for appropriate physical facilities including meeting room, classrooms, meals and lodging.
 - a. Ascertain room rate for: single, double, triple and quad.
 - b. Arrange rooms for Executive Committee in a block if possible. President and Vice Presidents need room near meeting room, if possible, due to supplies that they carry.
 - c. Arrange meeting room, using tables if possible. Room may be used later for dinner/luncheon.
 - d. Provide tables for registration, exhibits, Maryland FCE sale items and other items.
 - e. Provide podium and public address system for head table with portable microphone.
 - f. Obtain and display both the State of Maryland flag and the U.S. flag for the meeting room. Maryland FCE will provide delegate identification markers for seating and State banner.

Head Table Arrangement

American Flag	BACK WALL	State Banner	Maryland Flag
Past Pres or Pres. Elect	V. Pres Pub. Policy	Parliamentarian PODIUM	Secretary V. Pres Program Treasurer
AUDIENCE			

8. Print registration forms in Maryland FCE newsletter 90 days prior to Conference. Include map and directions to conference location.
9. Notify appropriate Member Associations of their First Time Attendee status. Provide Standing Rules guidelines and expense vouchers for the attendees.

B. Host Association(s) Responsibilities (When Applicable):

1. Host association(s) consult with State President before final decisions are made.
2. Have a designated person available at all times to handle any conference problems.
3. Establish date and theme after consulting with State President. Take into consideration all holidays.
4. Establish committees, suggestions follow:
 - a. Overall Coordinator
 - b. Registration
 - c. Name badges
 - d. Meeting room equipment (projectors, easels)
 - e. Dinner/luncheon arrangements (decorating)
 - 1) Sale of Maryland FCE materials and other items
 - 2) Be responsible for providing change and be in charge of all items on sale.
 - 3) Return materials and monies to Maryland FCE Treasurer with list of sold items.
 - 4) May sell local items to benefit Member Association.
5. Invite local press.
6. Print programs. **Insure that the program is printed as proofread by the State President.**
7. Print name badges using large **bold letters** for names and include name of Member Association. Use plastic covers for name badges.
8. Print meal and other tickets as needed.
9. Collect registration and other fees from each person except guests invited by Maryland FCE. Cost for State invited guests will be paid from Maryland FCE treasury.
10. Provide list of past State Association Presidents attending Annual Conference to State President. Information needed for list to be taken from registration form.
11. Provide information on obtaining photocopies at a reasonable cost near conference location.
12. Prepare ribbons for past state presidents and First Time attendees.
13. Decorate dining tables (favors are optional).
14. If requested by Maryland FCE President, provide evening entertainment or speaker.

15. If requested by Maryland FCE President, invite local guests (County Commissioners, Extension Educators, etc.) at host association(s) discretion. Provide Maryland FCE President with a list of invited local guests. Host association is responsible for paying for invited guests meals if applicable.
16. At the end of the conference, collect name badges and pass them on to the next host association(s).
17. Collect evaluation forms and give them to the Vice President for Program at the end of conference.
18. Provide State President and the next host association(s) with any recommendations and suggestions.
19. Provide the Maryland FCE Secretary with copy of the printed program and statistics on attendance of full time participants and part time participants (according to days of conference).
20. Give a credential report of the Annual Conference at the Conference.

FIRST TIME ATTENDEE LIST
Established 1982

DISTRICT/ REGION*	YEAR*	ATTENDEE	ASSOCIATION
1	Spring 1982	Connie Yates	Allegany
2	Fall 1982	LaRue Joseph	Baltimore City
3	Spring 1983	Gayle Braum	Anne Arundel
4	Fall 1983	(Not Present, illness)	Calvert
5	Spring 1984	Monnye Brown	Caroline
6	Fall 1984	Rose Hamilton	Dorchester
1	Spring 1985	Beverly Shoemaker	Frederick
2	Fall 1985	Ann Russell	Baltimore City
3	Spring 1986	Faustime Irvin	Howard
4	Fall 1986	Theda Raum	Charles
5	Spring 1987	Betty Feldman	Cecil
6	Fall 1987	Betsy Lowe	Wicomico
1	Spring 1988	Loretta Wotring	Garrett
2	Fall 1988	MaRae Stonesifer	Carroll
3	Spring 1989	Diane Kendall & Lynn Kuhn	Montgomery
4	Fall 1989	LaVert Queen	St. Mary's
5	Spring 1990	Regina Motter	Kent
6	Fall 1990	Laura Slacum	Caroline
1	Spring 1991	Jean Usuary	Washington
2	Fall 1991	Irene Carroll	Harford
3	Spring 1992	Virginia Lloyd	Prince George's
4	Fall 1992	Janet Sisk	Calvert
5	Fall 1993	Georgia Hughey	Queen Anne's
6	Fall 1993	Clara Sampson	Dorchester
1	Fall 1994	Ida DeMoss	Allegany
2	Fall 1994	(Not Present)	Baltimore county
3	Fall 1995	Doris Crandall	Anne Arundel
4	Fall 1995	(Not Present)	Charles
5	Fall 1996	Peggy Ford	Cecil
2	Fall 1998	Barbara Raab	Montgomery
1	Fall 1999	Hazel Haugh	Allegany
2	Fall 1999	Susan Morrison	Howard
1	Fall 2000	Ellen Taylor	Carroll
2	Fall 2000	Roseann Fitzpatrick	Montgomery
1	Fall 2002	Joyce Gregory	Frederick
2	Fall 2002	Gail Heidemann	Montgomery
2	Fall 2003	Jean Horner	Montgomery
1	Fall 2004	Ann Mitter	Garrett
1	Fall 2004	Nancy McAllister	Carroll
1	Fall 2005	Connie Wilkinson	Cecil
2	Fall 2005	Jean Bilsky	Prince George's
1	Fall 2006	Michelle Close	Frederick County
1	Fall 2006	Libby Wade	Frederick County
2	Fall 2007	Judy Armitage	Montgomery County
2	Fall 2008	Marjory George	Prince George's

*Missing Regions/Dates indicate no applicant for that year.

FIRST TIME ATTENDEE LIST (cont)
Established 1982

DISTRICT/ REGION*	YEAR*	ATTENDEE	ASSOCIATION
2	2009	Sue Streeter	Anne Arundel
1	2011	Christina Johnson	Carroll County
1	2011	Donna Bowles	Frederick County
2	2013	Rusty Kolodrubetz	Montgomery County
	2014	Eva Coppersmith	Carroll County
	2015	Patsy Barton	Prince George's County
	2016	Susan Hughes	Montgomery County
	2017	Charlene Englebright	Montgomery County

STATE CONFERENCE HOST LIST

Association	1970's	1980's	1990's	2000's**
Allegany*		Spring 1980, 1987	Fall 1996/Garrett	2004
Anne Arundel*		Fall 1980	Spring 1992	2003, 2009,
Baltimore City*	Spring 1979		Fall 1991	
Baltimore County*	Fall 1975	Fall 1981, Spring 1989		
Calvert*	Fall 1979/ St. Mary's		Fall 1990/St. Mary's	
Caroline*		Spring 1982/Queen Anne	Spring 1990/Queen Anne	
Carroll		Fall 1983	Fall 1994	2000, 2006, 2014, 2018
Cecil*		Fall 1982	Fall 1992/Kent	2008
Charles*		Spring 1984		
Dorchester*		Spring 1981/Worchester	Fall 1993/Wicomico	
Frederick	Fall 1976	Fall 1984, 1989		2002, 2011,2016, 2020
Garrett*		Fall 1985	Fall 1996/Allegany	
Harford*	Spring 1976	Spring 1985	Fall 1995	
Howard*	Fall 1978	Fall 1988		
Kent*			Fall 1992/Cecil	
Montgomery		Spring 1983	Spring 1994; 1999	2005, 2013, 2017, 2021
Prince George's	Spring 1975	Spring 1986	Fall 1997	2007, 2015, 2019
Queen Anne's*		Spring 1982 / Caroline	Spring 1990/Caroline	
St. Mary's*	Fall 1979 / Calvert		Fall 1990/Calvert	2001
Talbot*		Fall 1987		
Washington*	Fall 1977	Fall 1986		
Wicomico*	Spring 1977	Spring 1988	Fall 1993/Dorchester	
Worchester*	Spring 1978	Spring 1981 / Dorchester		
State			Fall 1998	

Conference order: (Anne Arundel), Carroll, Prince George's, Frederick, Montgomery

* Dissolved

** Conference held in the Fall

REGIONAL MEETING RESPONSIBILITIES

Member Association Responsibilities for hosting Regional meetings:

1. Obtain a place to hold 30-40 people in classroom style (or round tables) setting.
2. Obtain a head table, seating for 4-6.
3. Obtain a microphone/podium.
4. Send the directions and registration information to the newsletter editor sixty days prior to the meeting date.
5. Record mail-in registration; checks should be payable to State FCE collected by Host County FCE.
6. Prepare/copy the program. Usually the president provides the basic program and gives it to the counties to add information they want and to make copies.
7. Provide name badges, take registration at the meeting, and give the list of attendees to the MDAFCE secretary after the meeting.
8. Host county will provide an afternoon speaker if requested.
9. Provide pages or helpers for assistance during the meeting.
10. Provide a lunch. This could be a buffet of soup and sandwiches, a sit down lunch, or foods prepared by FCE members.
11. Try to keep the cost of the luncheon to no more than \$20.00.
12. It is optional for the host county to provide a small table favor for each attendee.
13. The host county may bring items for sale.

REGIONAL MEETING HOST LIST

REGION	COUNTY	1990's	2000's
1	Carroll	1997	
2	St. Mary's	1997	
STATE – 60th Anniversary		1998	
1	Baltimore County	1999	
2	Prince George's	1999	
1	Frederick		2000
2	Anne Arundel		2000
1	Allegany		2001
2	Howard		2001
1	Carroll		2002
2	Montgomery		2002
1	Cecil		2003
2	Prince George's		2003
1	Frederick		2004
2	St. Mary's		2004
1	Garrett		2005
2	Anne Arundel		2005
1	Allegany		2006
2	Howard		2006
1	Carroll		2007
2	Montgomery		2007
1	Cecil		2008
2	Prince George's		2008
1	Frederick		2009
2	Anne Arundel		2009
1	Allegany		2010
2	Montgomery		2010
1	Carroll		2012
2	Prince George's		2012

Region I: Allegany, Carroll, and Frederick

Region II: Anne Arundel, Montgomery, and Prince George's (Regions dissolved in 2014.)

NATIONAL CONFERENCE

EDUCATION COMMITTEE/ALTERNATES ATTENDING NATIONAL CONFERENCE

Whenever possible, MDAFCE Educational Committee members are expected to attend the National Conference. If unable, the Maryland FCE President, with the approval of the executive committee, shall appoint appropriate alternates.

Responsibilities:

1. Attend all workshops and seminars, pertaining to program of work area. Fill out report form "Education Committee – National Conference" found in Standing Rules (see page 44). Submit report form to President and Vice Presidents for Program and Public Policy following the conference.
2. Accept awards at Award Ceremony for your Maryland program of work area.
3. Within 30 days following the conference, the attendee will submit program report (see page 44) and an expense voucher (see page 5) to the Maryland FCE Treasurer. Upon approval, the allocated reimbursement will be paid to the attendee.
4. Be prepared to assist in selecting, planning and presenting program for Maryland FCE Leadership Training at Annual Conference.

EDUCATION COMMITTEE REPORT FORM for National Conference

Name _____ Position _____ Phone _____

Title of Workshop _____ Issue _____

Brief Summary and Key Points:

How was it taught? Materials used? Available? Video? By Whom? Etc.?

How could this program be used in Maryland?

Other pertinent information?

List all workshops attended.

It is expected that you will attend the Education Committee program planning session(s) and actively participate in presenting the topics at Leadership Training if asked.

Send copies to: President, Vice Presidents (Program and Public Policy) and Treasurer. Back of paper may be used for additional information.

GLOBAL AFFILIATION

Associated Country Women of the World (ACWW)

The National FCE and many state associations are affiliated with ACWW. Individual membership is also available.

ACWW is a non-political, non-sectarian, international organization of 460 member societies (over nine million members) in 74 countries. It works to improve standards of living for all women and their families through its worldwide projects. ACWW also works with the United Nations on a consultative basis as a non-governmental organization (NGO). The work of ACWW is supported through memberships, Coins for Friendship donations and contributions to specific projects. The ACWW Triennial, a world conference, is held every three years.

Country Women's Council, USA (CWC)

Many state FCE associations are affiliated with CWC. CWC is a coordinating council composed of ACWW member societies in the United States. It meets annually to promote the work of ACWW. National Master Farm Homemaker's Guild, Women's National Farm and Garden Association, and National Volunteer Outreach Network, Inc. and affiliated state societies currently have CWC membership. Individual membership in ACWW also entitles a person to participate in CWC.

Maryland Delegates to ACWW and CWC

The Maryland FCE President shall represent the association at annual CWC and triennial conferences of ACWW.

Voting delegates should be knowledgeable of CWC and ACWW and choices of delegates will be made through the Board.

Voting delegates should be selected in adequate time for agenda orientation prior to departure for the conferences.

If additional members are interested in attending, their names should be sent to the State President.

Except for the President or her designee, delegates attend at their own expense.

NATIONAL AWARDS

HEART of FCE AWARD

Objective: To pay special tribute to the unsung, grass-roots member who has made a difference in the community through FCE efforts. The nominee must be a current member of FCE. Each Member Association may select one nominee to be submitted to State President for consideration for a state nominee. One nominee will be chosen by a committee to represent the State FCE. (See National FCE Handbook for additional information.)

Maryland FCE Heart Award Recipients

1995 – Helen Wofford, Baltimore County
1996 – Loretta Wotring, Garrett County
1997 – Waltraut Staggs, Carroll County
1998 – Patricia Kenney, Montgomery County
1999 – Frann Peters, Montgomery County
2000 – MaRea Stonesifer, Carroll County
2001 – Opal Fazenbaker, Garrett County
2002 – Connie Yates, Allegany County
2003 – Margaret Grzeszkiewicz, Montgomery County
2004 – Alice Smith, Garrett County
2005 – Barbara Raab, Montgomery County
2006 – Ruth Shipley, Carroll County
2007 – Kathryn Frock, Carroll County
2008 – Sharon Hume, Montgomery County
2009 – Louise Ediger, Frederick County
2010 – Glenna Burgess, Prince George’s County
2011 – Maddi Klein, Montgomery County
2013 - Debra Rausch, Prince George’s County
2014 – Marilyn Simonds – Montgomery County
2015 – Marie Moeller - Prince George’s County
2017 – Sue Van Slyke - Prince George’s County
2018 – Barbara Perry – Montgomery County

SPIRIT OF FCL AWARD

Objective: To recognize the individual or team which best exemplifies the philosophy of people taking control of their lives and changing the world for the better. Nominations may be for an individual or for a team. Individuals/teams must have completed 30 hours FCL training and must have completed/worked on their actions within the past three years. (See National FCE Handbook for additional information)

National Spirit of FCL Recipients

1997 – Carroll County FCL Team
2018 – Barbary Perry, Team Development

National Extraordinary Women of FCE

2008 – Rita Bastek

National Outstanding FCE Family Recipients

Purpose: To inspire families across the nation to strengthen family relationships and contribute to the quality of American life through community service. (Award terminated in 2008.)

1999 – Barbara and Lowell Perry
2004 – Elaine and Bob Crow

Maryland Membership Challenge Award

Purpose: To encourage current members to recruit new members. Names of each pair (new member and recruiter) are entered into a drawing for a free registration to the alternating Maryland state or Regional conference.

- 2006 - Jean Weinel and Sandra Wright – Montgomery County
- 2007 - Alice Irwin and Sharon Adamoyurka – Prince George’s County
- 2008 – Jeanne Purich and Bonnie Keller - Montgomery County
- 2009 – Alice Irwin and Marjorie George – Prince George’s County
- 2011 – Glenna Burgess and Ruth Carr - Prince George’s County
- 2013 – Libby Wade and Debbie Melton – Frederick County
- 2014 – Judy Armitage and Zelda Shuman – Montgomery County
- 2015 – Barbara Bowen and Brigitte Young – Prince George’s County
- 2016 – Kathy Mack and Genie Sidwell – Montgomery County
- 2017 – Rusty Kolodrubetz and Juanita Jones
- 2018 – Helen DeRoo and Tami Loundsbury



National Association for Family and Community Education

Family Community Leadership Spirit of FCL Award

Purpose and Qualifications for Award: One of the hallmarks of the FCL program is to assist members of a community in taking control of their lives and changing the world for the better. The application of this goal is demonstrated when an FCL trained individual (or team of individuals) assists a community group in actually bringing about the change. In order for that to happen, there must be education and leadership. But the award is given to someone who has the FCL training and has provided education and leadership to a community group beyond the membership of FCE. The result is the empowerment of that community group and the actions taken by it. The nomination from must clearly indicate the community action as well as the involvement of the nominee(s).

Eligibility: This award is sponsored by the National Association for Family and Community Education and was developed with W. K. Kellogg Foundation funds. Any individual/team who has completed 30 hours of Family Community Leadership training is eligible except National Board members who are not eligible while serving on the National Board and one year following their service. Individuals/teams nominated in previous years are eligible to be nominated again. Nominated individual(s) must have the completed/worked on their actions within the past three years.

Procedure: There may be one nomination per state. The individual or team is to be nominated through a state FCE organization, though they need not be members of FCE to receive the award. Please complete this form and enclose the supplemental information. Make copies for your records and **mail the original with photo** to National FCE Headquarters. (Address on application form)

Spirit of FCL Award Application Form

State: Maryland _____ Type of Nomination: Individual ____ Team ____

Nominee(s) Name, Address, Phone, and Email:

Where and when did nominee(s) receive FCL training?

The nomination form **must** include the following information, identified by section

Checklist of Enclosures:

Success in Community Action. Describe:

___ What change did nominee set out to make? Was he/she working with a community group or alone?

___ If working with a community group explain the group's role.

___ What did nominee do? What did the community group (if any) do?

___ Did the nominee provide education and leadership in working toward this change? How?

___ How many people were reached or changed because of the nominee's work?

___ What was the final outcome of the proposed change?

___ How did the nominee use their FCL training in effecting this change?

___ What was the nominee's specific role in the project?

___ 100 Word Summary

Enclose:

___ Letters from those who have been empowered by the nominee (related to this action).

___ Letters from those who can discuss how the community benefited from nominees' contribution.

___ Letter of support from State FCE Board (where such exists).

___ Photo of nominee(s) (head and shoulders photo) for news article and FCE TODAY.

Recommended, but not required:

___ Other items deemed important to the selection of the nominee(s) such as newspaper clippings, actual items produced or materials developed.

Nomination submitted by:

Signature, Address, Phone & Email:

State FCE President

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email: _____

Deadline: Postmarked by April 15

Submit the original copy with photo to: **National FCE Headquarters**

73 Cavalier Blvd. Suite 106 · Florence, KY 41042

(2014)

SPIRIT OF FCL AWARD SCORING SHEET

STATE: Maryland _____

PERSON SUBMITTING: _____

NOMINEE/TEAM: _____

- | | |
|---------------------------------------------------------------------------|-----------|
| 1. Has nominee(s) received their 30-hour National FCL Leader Certificate? | Yes or No |
| 2. Has nominee's work been accomplished within the past 3 years? | Yes or No |

What change did nominee set out to make? Was nominee working with a community group or alone? If nominee was working with a community group, please explain the group's role.	10 points _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

What actions were taken to make the proposed change happen? What did the nominee do? What did the community group do (if any)?	25 points _____
-----------------------------------------------------------------------------------------------------------------------------------	-----------------

Did nominee provide education and leadership in working toward this change? Please tell how.	15 points _____
----------------------------------------------------------------------------------------------	-----------------

How many people were reached or changed due to the nominee's work?	15 points _____
--------------------------------------------------------------------	-----------------

What was the final outcome of the proposed change?	15 points _____
----------------------------------------------------	-----------------

How did the nominee(s) use their FCL training in effecting this change?	25 points _____
-------------------------------------------------------------------------	-----------------

What was the nominee's <u>specific</u> role in the project?	20 points _____
-------------------------------------------------------------	-----------------

SCORE (MAXIMUM 125 POINTS) _____

Judge: _____

Comments:

(2015)

Community Service Award Application

PURPOSE

Recognize FCE groups or individuals who through their community service projects are changing the lives of others for the better. Because of who we are and what we do, we are active in changing the lives around us for the better. Many of the projects that members do deserve recognition, but do not fall under the umbrella of any of the National FCE program awards. This award will encompass and honor those projects. **This is not a project award that carries a monetary reward. The reward comes in helping others.**

RECOGNITION of the project will be given to one entry from each state. Each state will receive a **CERTIFICATE and a set of HEARTH FIRE LESSONS.** *(The State organizations can recognize any other state entries however they choose.)*

Each submission must include a program report book and a display board. Entry books will be submitted on 8½X11 paper stapled together and will follow the format listed below. Award display boards should include pictures, newspaper clippings, and any other printed media that will help you tell your story.

A copy of the program report book and a picture of the display board need to be mailed to the National FCE Headquarters, 73 Cavalier Blvd Ste 106, Florence KY 41042, postmarked by April 15, of the current year.

APPEARANCE OF COMMUNITY SERVICE

AWARD BOOK

PAGE 1 (Cover Page)

Name of project

State

Person submitting the project

Address

PAGE 2 (book is not limited to two pages)

Why did you select this project?

What were your goals and objectives?

What did members do to carry out the project?

Dollar amount spent on the project and how did you raise the money for the project?

How many FCE members were involved in carrying out the project?

How many non-FCE members did you reach?

Number of volunteer hours extended?

Were there other organizations involved? If so how?

What was the impact and scope of the project?

Was the project a success?

Did you reach your goal and objectives? Explain.

Would you change the plan of action? If so how?

Write a short summary of your work (100 words or less).



Outstanding Unit Award 20__

FCE Club/Study Group/Council Name _____ State Maryland _____

FCE Club/Study Group/Council President _____ Phone Number _____

FCE Club/Study Group/Council Contact Person _____ Phone Number _____

To qualify for this award the club, study group, council must do all of the following:

1. Be represented at **TWO** of the following:

District or Region Meeting	Date _____
Annual State Conference or Meeting	Date _____
National FCE Conference	Date _____
FCL Day at National Conference	Date _____
2. Collect National and State FCE dues for **all** club or study group members and mail by the established deadlines. Date _____
3. Participate in a national, state or local membership drive. Date _____
4. Use at least four (4) National **education** programs per year. List them here:
1. _____ 2. _____ 3. _____ 4. _____
5. Provide two (2) sessions of **leadership** training to members from any of the approved FCL materials available from National FCE. List programs here: 1. _____ 2. _____
6. Participate in one community **action** project, networking with one or more groups. Apply for the National FCE Community Service Award through your state organization. National recognition will be given to one (1) entry per state. Name of project and date completed: _____
7. Send in all required reports on time.
8. Participate in National FCE Week the 2nd full week in October, and list your activity(ies) here:
1. _____
9. Explain how you have used **PUBLIC RELATIONS** to promote and market **FCE**:
 - a. How did you use the local Newspaper? _____
Approximate number of people reached through the paper
 - b. How did you use TV or RADIO? _____

- c. How did you use National FCE Educational programs for non-members? _____
- d. What Community Service Projects did you participate in?

- e. How did you promote any ACWW or International program?

- f. How did you use the **FamilyChoiceE Media** program?

- g. What did you do to celebrate Family and Community Education Week

- h. Give any other information on ways you have used **PUBLIC RELATIONS** to promote and market **FCE**.

When mailing the Outstanding FCE Award form please include clippings, pictures, brochures, and anything else you used in the promotion or marketing of FCE.

Enclose them in a folder and mail by April 15th to: National FCE Headquarters
73 Cavalier Blvd Suite 106
Florence, KY 41042



Superior Unit Award

20_____

Club or Unit Name _____ State _____

Club or Unit President _____ Phone Number _____

Club or Unit Contact Person _____ Phone Number _____

Send documentation of the following requirements with this form.

Requirements for Superior Unit Award:

- Achieve Outstanding Award Unit Status AND
- Complete any six (6) of the following:
 1. Conduct a state FCL Training Institute or participate in the National FCL Day Workshops for members and officers.
 2. Have at least one (1) member of the unit receive all training and apply for the Family Community Leadership (FCL) Leader Certificate.
 3. Have at least one (1) member of the unit complete all training and apply for the Family Community Leadership (FCL) Trainer Certificate.
 4. Participate, as a unit, in the CHARACTER COUNTS! Essay and Artwork contest for 4th grade students.
 5. Use at least two (2) Hearth Fire Programs as educational programs during the current year.
 6. Collect and submit "Coins For Friendship" to the National Treasurer.
 7. Participate in National FCE's International Programs and Projects.
 8. Participate in National FCE Day of the Family project: "Books for Newborns."
 9. Plan and conduct a community outreach program on Family ChoiceE-Media, using the Media Hearth Fire lessons and other materials. Document what the program was, how it was achieved, and number of people reached.
 10. Collect money for the National "Dollars for Leadership" fund and send to National FCE Treasurer.

Mail copies of this form and the documentation by April 15 to National FCE Headquarters, 73 Cavalier Blvd Suite 106, Florence, KY 41042-5178



NATIONAL FCE PROGRAM AWARD FORM

CATEGORY: ACTION EDUCATION LEADERSHIP (Circle one)

FCE PROGRAM IMPLEMENTED (Show how the techniques you learned in FCE/FCL programs were applied):

Work done in: Year _____

State _____

State President's Signature _____

Due date: **POSTMARKED BY APRIL 15TH**

Send one **COPY** to **National FCE Headquarters, 73 Cavalier Blvd Suite 106, Florence, KY 41042-5178**

Name of person submitting _____

Address _____

City/State/Zip _____

E-Mail _____

This page is to be submitted as page 1 of the Program Award Book.

JUDGING SHEET FOR PROGRAM AWARD BOOKS

Category: (Circle one) EDUCATION LEADERSHIP ACTION
 National FCE Program: (FROM: Hearth Fire Series, FCE Program notebook, FCL Topics, CHARACTER COUNTS!®, Building Membership-Marketing FCE, ACWW and FCE's International Programs and Projects, and educational programs presented at National FCE Conference LIST:

State: _____ Person submitting Program Book: _____

Section	Points	Comments
Appearance: (5 points) a) Overall neatness of materials presented- legibility of type, spelling, correct page sequences. Arrange the sheets of paper & fasten with staples. b) Required elements: Cover: state & category Page 1: Completed report form, including name & address of person submitting program award book		a) b)
Page 2: Goals & Objectives (15 points) Goal: a) Main focus of program: overall reason for program work. Use numbers to set a goal Objectives: The several steps to reach the goal, timeline and work plan. b) Why did you select this National FCE program? c) What did you plan to do?		a) b) c)
Page 3: Action (30 points) a) What did members do in working with the program/project? b) What other organizations, groups, agencies, & etc. were involved and tell how? c) What public policy actions were used?		a) b) c)
Page 4: Results (30 points) a) How well did the program/project succeed? Use numbers in results. b) How many local, county, district FCE Associations participated? c) What resulted from any public policy actions? d) What was the impact & scope of the project?		a) b) c) d)
Page 5: Evaluation (10 points) a) Did you reach your goal? Use numbers to compare results with goals. b) Would you change the plan or the actions & how?		a) b)
Page 6: Summary (5 points) Summarize work on program/project in 100 words or less. All words are counted, including the articles, "a", "and", "the" and numbers.		
Brochure (5 points)		
100 possible points Total points given		

Other comments/ideas about this program. Please include a positive comment:

Program Award Brochure Judging Sheet

Category: EDUCATION LEADERSHIP ACTION

Program Focus Area: _____

State: Maryland Person submitting Brochure: _____

The Brochure must be an 8½“x 11” tri-fold that opens to the left.

Section	Points	Comments
The Brochure has essential information.	20	
a. The name of the state and FCE logo is visible on the front when folded properly, opening to the left.	4	
b. Contact information is included on the back when folded properly, opening to the left.	5	
c. The front is eye-catching to draw someone into the brochure	5	
d. There is a compelling request for action promoting FCE.	6	
The Brochure is easy to read.	55	
a. It has a creative, unique design.	15	
b. The colors complement each other.	10	
c. The message is clear	30	
The Brochure looks professional.	25	
a. The information in the brochure is visibly balanced.	5	a
b. There are no spelling errors.	10	
c. There are no grammatical errors.	10	
Points total	100	

Date: 7.16.2014



Open Category Brochure Judging Sheet

Approved 8-22-14

Category (circle one): **FCE Marketing/Membership** **FCE Tools** **Other**

Title or Purpose of Brochure: _____

State: Maryland _____ Person submitting Brochure: _____

Email: _____ Phone _____

Note: The Brochure must be an 8½"x 11" tri-fold that opens to the left.

Section	Points	Comments
The Brochure has essential information.	20	
a) The FCE logo is visible on the front when folded properly, opening to the left.	4 poss.	
b) Contact information is included on the back when folded properly, opening to the left.	5 poss.	
c) The front is eye-catching to draw someone into the brochure.	5 poss.	
d) There is a compelling request for action promoting FCE.	6 poss.	
The Brochure is easy to read.	45	
a) It has a creative, unique design.	15 poss.	
b) The colors complement each other.	10 poss.	
c) The message is clear.	20 poss.	
The Brochure looks professional.	35	
a) The brochure is 8 ½ x 11, folds properly and opens to the left.	10 poss.	
b) The information in the brochure is visibly balanced.	5 poss.	
c) There are no spelling errors.	10 poss.	
d) There are no grammatical errors.	10 poss.	
Total points possible	100	



PROCLAMATION

Whereas, the family is the core of society; and

Whereas, the well-being of the family is dependent upon the development of the value system, and

Whereas, _____ association for family and community education with the national association for family and community education join voices in promoting NAFCE week with the campaign "Make a Date With Your Family."

Whereas, the dates that individuals have with their families will foster communication, love and understanding within each family and strengthen their communities;

Now, therefore, I _____ of the _____ (city or state) do hereby proclaim October _____ through _____, _____ (2nd full week in October) as:

"National Family Community Education Week"

In _____ and urge all citizens to join family and community education members and "Make a Date With Your Family."

Attest done at the executive office on this _____ day of _____, _____.

Secretary of state

Seal

Witness my hand and the great seal of the

State or City of _____ *Name and Title*



NATIONAL ASSOCIATION for FAMILY and COMMUNITY EDUCATION HONOR FUND GIFTS
NAFCE is accepting gifts in "Honor" or "In Memory" of members, relatives, or friends. Gifts will be used toward leadership education. All gifts will be acknowledged by NAFCE. A list of honorees and donors will be listed in the "FCE Today" newsletter; however, the amount of the gift will not be disclosed.

<p>\$ _____ Gift in Honor of: Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p>

<p>\$ _____ Gift in Memory of: Name _____</p> <p>Send acknowledgement to: _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p>

<p>Donor name _____</p> <p>Address _____</p> <p>City _____ State _____ zip _____</p>

<p>Please make check payable to: NAFCE and mail this form with your gift to: National FCE Headquarters 73 Cavalier Blvd., Suite 106, Florence, KY 41042</p>

THANK YOU FOR SUPPORTING
NATIONAL ASSOCIATION for FAMILY and COMMUNITY EDUCATION
A 501(C)3 Organization

(2014)

Historical Records Retention/Disposal

Inactive records will transfer to the permanent Archives at Hornbake Library, 4130 Campus Drive, College Park, MD 20740 Phone:(301) 405-9212, University of Maryland, (MD Historical Manuscripts & Special Collections, Contact person Elizabeth Allister (301-314-2712), emcollis@umd.edu. She is Curator of Historical manuscripts. Filings include slides, photographs, newspaper clippings, programs, financial documents, publications, handbooks, reports, correspondence, Essay & Art Contest winners, program award books, yearbooks, Heart of FCE, etc. National Awards, scholarship awardees for the last 5 years, grants, etc. Treasurer's records, reports, audits will be maintained as active for 7 years, prior shred or filed at the Archives. Since Secretary's minutes become the history of member associations, they are retained indefinitely. Active Secretary minutes, Treasurer's and President's Handbooks will include MDAFCE Articles of Incorporation, 501(c) 3 Tax Exemption letter, current by-laws, standing rules, FCE Directory and insurance liability form.

Since 2005, the Maryland Extension Homemakers Quilt is at the McKelden Library 301-405-9125. Electronic Tapes, DVD's, cassettes, audio visuals are filed at the discretion of member associations. Also trophies, plaques, other awards Counties may file or display at their Historical Society and/or Libraries. History for Women's Highway Safety will be sent to Jennie Glasgow, Atlanta, GA Tele 770-393-3136. Some items may be filed with the Maryland Historical Society, 201 W. Monument St., Baltimore, MD 21401 (410-685-3750).

General Guidelines for Records Retention [Organizations]

Materials of High Importance

- * Annual Reports
- * Directories/Membership information
- * Minutes of Meetings
- * Newsletters and Publication (of the organization)

General List of Examples of Materials to Deposit

- * Articles of incorporation, charters
- * Audio recordings
- * Budgets
- * Bylaws and revisions
- * Clippings [photocopied, if possible]
- * Constitution and revisions
- * Correspondence of officers [print out emails, if possible]
- * Directories
- * Financial statements
- * Handbooks
- * Legal documents
- * Memoranda

- * Minutes of Meetings
- * Memorabilia
- * Motion picture film and video tape
- * Newsletters and other publications [generated by the organization]
- * Organizational charts
- * Pamphlets, brochures, fliers, etc. [generated by the organization]
- * Photographs [identified and labeled in some way]
- * Planning documents
- * Press releases
- * Reports [annual, committee, etc.]
- * Rosters
- * Scrapbooks
- * Speeches
- * Subject files
- * Tax returns
- * Web site [print out]

Materials that We DON'T Want

- * Publications not generated by the organization
- * Check stubs and cancelled checks
- * Insects and MOLD [Materials stored in attics, sheds, or basements may have become infested with insects or have mold growth! Please make sure this is not the case before donating these materials.]
- * Unlabeled photographs
- * Working files [files you are still using to run the organization]

Tips for Donating Materials to the Archives

- * Know that we will discard duplicates. We will only retain 2 copies of an individual item.
- * We like dates!
- * We like labeled folders more than we like loose papers and binders.
- * We like summary information.
- * If you can't decide what to deposit, let us make the decision for you! When in doubt, pack it up!

Venia Kellar Loan and Grant Fund History

Venia M. Kellar was born, raised and educated in the Midwest of the United States. She became a “Home Demonstration Agent” in Dorchester County, Maryland in 1917. Over the years, she became Assistant Director of Extension in Maryland. She pioneered the first Rural Women’s Short Course in 1923. The third week of June was “back to school week” with as many as 1,300 women attending Rural Women’s Short Course at the University of Maryland, College Park. She believed in commending the work of the State Homemakers and was a great encouragement to the members. Miss Kellar was an organizer; she planned well and left nothing to chance. She was a perfectionist and she ruled with an iron fist. Her vision and organized efforts placed the Maryland Homemakers way ahead of other state organizations. She retired in 1951, the 25th anniversary of Short Course.

In June 1950, a scholarship fund was started. Later it was decided to name it the Venia Kellar Loan and Grant Fund. A traditional scholarship was established in 1978 for any Maryland woman working toward finishing her formal education. It is also available on a rotating basis for first-timers to attend Maryland FCE Annual Conference. This fund exists today.

(Source: “Today’s Home Builds Tomorrow’s World” by Jeanette Green)