



Brevard Association for Home and Community Education

2009 Year Book

**Brevard County, Florida
Office: 3695 Lake Drive
Cocoa, FL 32926
(321) 633-1702**

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing accommodations or an interpreter to participate in the proceeding should notice the University of Florida Brevard County Extension Service no later than 48 hours prior to the meeting at 321-633-1702 or fax 321-633-1890.

**FLORIDA ASSOCIATION FOR HOME AND COMMUNITY
EDUCATION CREED**

Let me be:

E-ager to learn
D-etermined to succeed
U-seful to my fellow man
C-ommunity oriented
A-ctive in my organization
T-rained to teach
O-pen to new ideas
R-eady to serve

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

Author: Barbara Tillman 1993

FHACE Song

(Sung to the Tune of On Top of Old Smokey) words by Betty Osmondson 1998

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.

COUNTY COUNCIL DUES

Each club belonging to Brevard Association for Home and Community Education shall pay into the county treasury annual dues. Dues are payable by **October 1** and are delinquent after **November 1**.

Each Club Treasurer is responsible for compiling individual dues and turning dues and paperwork into the County Treasurer by due date.

The breakdown of how the money for dues is distributed is as follows:

County Council -	\$4.00
State Council -	\$6.00
Total	<u>\$10.00</u>

BREVARD COUNTY COOPERATIVE EXTENSION SERVICE

3695 Lake Drive 1455 Treeland Blvd. SE
Cocoa, FL 32926 Palm Bay, FL 32909
(321) 633-1702 (321) 952-4536

Administration

Jim Fletcher..... County Extension Director

Family and Consumer Science Department

Beth Shephard..... Extension Agent – Financial Management/Food & Nutrition/HCE
Melissa Shoff..... Program Assistant - Family Nutrition Program
Gayle Whitworth..... Extension Agent – Car Seat Safety/Resource Management/Housing/Disaster Preparedness

Agriculture

Sally Scalera..... Extension Agent – Urban/Ornamentals
Linda Seals..... Extension Agent – Commercial Horticulture
Joe Walter Extension Agent – Animal Science

4-H Department

Gus Koerner..... 4-H Youth Agent
Vanessa Spero..... 4-H Youth Agent
Pat Trautman..... Program Assistant

Marine Science Department

Eddie Leonard..... Marine Science Agent

Secretaries

Diana Doughty..... 4-H
Ann Mazon..... Agriculture/Administration
Karin Strunk..... Administrative Secretary/Palm Bay
Stacy Thompson..... Office Assistant/Palm Bay
Lisa Wishe..... FCS /Receptionist

Other Staff

Chuck Mahl..... Maintenance



COOPERATIVE EXTENSION SERVICE
is a
Federal, State and Local Partnership Program
between
CONGRESS
(U.S. Department of Agriculture)
(Science and Educational Administration)
and the
STATE LAND-GRANT UNIVERSITIES, IFAS
and the
BOARD OF COUNTY COMMISSIONERS.



**FLORIDA ASSOCIATION OF FAMILY AND COMMUNITY
EDUCATION COUNCIL (FAHCE)
2009 STATE OFFICERS**

President	Helen West	Putnam County Ph. 386-467-2533 email: ladybuglady@msn.com
Vice President	Mae Scott	Lake County Ph. 352-383-3390
Vice President for Programs	Nancy O'Hara	Brevard County Ph. 321-951-3683 email: nohara320@aol.com
Secretary	Ann Meyers	Pinellas County Ph. 727-391-7397 email: annem@tampabay.rr.com
Treasurer	Jackie Osterman	Hillsborough County Ph. 813-973-3829 email: jost@tampabay.rr.com
Advisor	Dr. Nayda Torres	University of Florida

2009 DISTRICT III OFFICERS

President—Foundation Board Member
Betty Kimes, 240 Palmetto Drive, St. Augustine, FL 32095-8116 (904) 825-1163
bkimes98@aol.com

Vice President
Elise Myers, 2298 Ridgewood Avenue, Daytona Beach, FL 32914 (386) 253-1034

Treasurer
Arlene Warnock, 3333 S Atlantic Ave, Daytona Bch Shores, FL 32118 (904) 767-2853

Secretary—HCL Board Member
Mae Scott, 1000 Vincent Drive, Mt. Dora, FL 32757-4520 (352) 383-3390

State Educational Program Director
Nancy O'Hara, 1309 Rila Street SE, Palm Bay, FL 32909-6451 (321) 951-3683
nohara320@aol.com

DISTRICT III COUNTY COUNCILS

Brevard	Citrus	Hernando	Lake
Orange	Osceola	Putnam	Seminole
St. Johns	Volusia		

2009 COUNTY HCE OFFICERS

PRESIDENT

Nancy O'Hara, 1309 Rila St., S.E., Palm Bay, FL 32909 951-3683

VICE PRESIDENT

Lovina Freed, 1835 San Antonio Way, #105, Rockledge, FL 32955 504-2957

SECRETARY

Iris Barbour, 41 W. Strawbridge Avenue, Apt. C4 723-9150

TREASURER

Nancy Park, 1545 Holly Ave. Merritt Island, FL 32953 459-1727

PROGRAM CHAIRPERSONS



PROGRAM CHAIR:

Marge Reichard, 1407 Cindy Circle NE, Palm Bay FL 32905 768-7790

AWARDS RECOGNITION COMMITTEE:

Birdie Fountain, 2507 Race St, Melbourne, FL 32901-6024 984-2215

Callie Kitchen, 608 S. Roberts Street, Melbourne, FL 32901-7116 727-2568

SUE B. BLEDSOE SCHOLARSHIP FUND

Joy Satcher, 148 Esther Dr., Cocoa Beach, FL 32931 784-1507

CVU CHAIRMAN

Lovina Freed, 1835 San Antonio Way, #105, Rockledge, FL 32955 504-2957

CAMP OCALA COORDINATOR

Donna Mangold, 264 Bahama Blvd., Cocoa Bch, FL 32931 784-9278

NEWSLETTER

Donna Wolford, 2605 Oakhaven Street NE, Palm Bay, FL 32905-4231 724-1676

COORDINATOR STATE CONFERENCE & FUN NIGHT

Iris Barbour, 41 W. Strawbridge Avenue, Apt. C4 723-9150

BROTHERS PARK HCE CLUB

President

Lillie Holmes, 1101 E. Church Street, Melbourne, FL 32901-7203 723-4639

Vice President

Birdie Fountain, 624 Williams St., Melbourne, FL 32901 984-2215

Secretary

Myrtle Brown, 3521 Applin Way, Melbourne, FL 32901-7951 724-1640

Treasurer

Margaret McNeal, 631 Brothers Avenue, Melbourne, FL 32901 727-8441

Council Delegate

Callie Kitchen, 608 E. Roberts Street, Melbourne, FL 32901-7116 727-2568

Meet every Tuesday of each month at 10:00 A.M. at Brothers Park, 805 E. Hopkins Street, Melbourne.

COCOA BEACH HCE CLUB

President

Helen Cornwell, 95 Yacht Haven Dr., Cocoa Beach, FL 32931 783-0323

Vice President

Joy Satcher, 148 Esther Dr., Cocoa Bch, FL 32931 784-1507

Secretary

Ellen Landers, 122 W. Park Lane, Cocoa Beach, FL 32931 783-0449

Treasurer

Marion Anderson, 671 Java Rd., Cocoa Beach, FL 32931 784-1874

Council Delegate

Mary Sims, 250 Bonita Dr., Merritt Island., FL 32952 453-4034

Alternate

Lynnie Butler, C2-225 Buccaneer Avenue, Apt 101, Merritt Island, FL 32952 453-1220

*Meet 1st Wednesday of each month at 10:00 A.M. at the
Christ Lutheran Church Social Hall, 7511 N. Atlantic Ave., Cape Canaveral*

EAU GALLIE HCE CLUB

President

Marie Cummer, 1936 Jackson Lane, Melbourne, FL 32935-4038 259-9644

Vice President

Jane Baga, 9045 York Lane Apt. A, Melbourne, FL 3204-2066 676-0990

Secretary

Jane Baga, 9045 York Lane Apt. A, Melbourne, FL 3204-2066 676-0990

Treasurer

Elizabeth Miller, 1922 Quail Trail, Melbourne, FL 32935-4793 242-8934

Council Delegate

Dodie Zenger, 224 Shore Lane, Indian Harbour Beach, FL 32937-4221 777-0620

Meet every Thursday of each month at 10:00 A.M., 2210 South Front Street, Melbourne.

MERRITT ISLAND HCE CLUB

President

Lovina Freed, 1835 San Antonio Way #105, Rockledge, FL 32955 504-2957

Vice President

Lilly Wallace, 280 Needle Blvd., Merritt Island, FL 32953 454-3745

Secretary

Elva Mistler, 440 Bel Aire Ave., Merritt Island, FL 32953 453-3685

Treasurer

Sue Kirby, 1805 Canal St., Merritt Island, FL 32953 453-7425

Council Delegate

Margaret Boeskar, 1515 Huntington Lane, Apt. 1013, Rockledge, FL 32955 639-3222

Meet every Wednesday of each month at 10:00 A.M. on Kiwanis Island – Merritt Island.

PALM BAY HCE CLUB

President

Mary Alice Bergles, 275 Charm Court N.E., Palm Bay, FL 32907 952-8326

Vice President

Phyllis Knapp, 2641 Oakhaven St. N.E., Palm Bay, FL 32905 728-8155

Secretary

Elinor Brown, 1701 Country Cove Court, Malabar, FL 32931 725-9531

Treasurer

Larene James, 745 Triple Crown Lane, W. Melbourne, FL 32904 722-0654

Council Delegate

Larene James, 745 Triple Crown Lane, W. Melbourne, FL 32904 722-0654

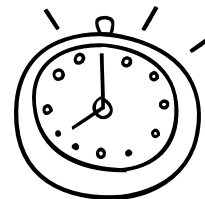
*Meet 2nd - Craft & 3rd Wednesday of each month at 9:30 A.M. at
South Extension Office, 1455 Treeland Blvd. SE, Palm Bay, FL 32909*

DATES TO REMEMBER 2009

- ◆ January 27 District III Annual Meeting , Lake County Ag Center
- ◆ March 2-3 HCL Training, Lake Yale FL Baptist Convention Center
- ◆ October 5-8 HCE 2009 Conference Hilton Hotel in Altamonte Springs



HCE DATES & THEMES



JANUARY

Jan 12, 2009 1:00 Board Meeting Cocoa/Palm Bay Extension Offices (poly-com)
Jan 29, 2009 9:30 - 1:30 County Meeting Front Street, Melbourne

Theme: Managing Finances In Tough Economic Times - Beth Shephard
Hostess: Cocoa Beach

FEBRUARY

Feb 9, 2009 1:00 Board Meeting Cocoa/Palm Bay Extension Offices (poly-com)
Feb 26, 2009 9:30 - 1:30 County Meeting Front Street, Melbourne

Theme: Personalities
Hostess: Eau Gallie

MARCH

Mar 9, 2009 1:00 Board Meeting Cocoa/Palm Bay Extension Offices (poly-com)
Mar 19, 2009 9:30 - 1:30 County Meeting Cocoa Extension Office (Auditorium)

Theme: Computer Literacy - Beth Shephard
Hostess: Merritt Island

APRIL

April 13, 2009 CANCELED BOARD MEETING CANCELED

MAY

May 11, 2009 1:00 Board Meeting Cocoa/Palm Bay Extension Offices (poly-com)
May 28, 2009 9:30-1:30 County Meeting, Cocoa Extension Office (Auditorium)

Theme: Queen Victorian Tussie Mussie
Potluck Luncheon

SEPTEMBER

Sep 14, 2009 1:00 Board Meeting Cocoa/ Palm Bay Extension Offices
Sep 24, 2009 9:30 - 1:30 County Meeting Cocoa Extension Office (Auditorium)

Theme: Home Health - Nancy Park
Hostess: Brothers Park

OCTOBER

Oct 12, 2009 1:00 Board Meeting Cocoa/ Palm Bay Extension Offices
Oct 29, 2009 9:30 - 1:30 County Meeting Cocoa Extension Office (Auditorium)

Theme: Crime Prevention
Hostess: Palm Bay

NOVEMBER

Nov 9, 2009 1:00 Board Meeting Cocoa/Palm Bay Extension Offices

DECEMBER

Dec 14, 2009 CANCELED BOARD MEETING CANCELED
Dec 10, 2009 9:30 - 1:30 County Meeting Cocoa Extension Office (Auditorium)

Theme: Treasure Your Relationship
Catered Luncheon



Hostess Duties for County Meetings

Clubs that have been assigned hostess duties for county events will be responsible for the following:

Registration—Please have 2 or more club members sit at the registration table to greet people, have the members sign the registration sheet, give name tags, if necessary, and distribute hand outs.

Provide Refreshment for County Meetings—Clubs will need to provide juice and light refreshments for morning session, and a luncheon following the meeting, (coffee will be started by the Extension Center). Please have everything in place no later than 9:20 AM.

Extension Center Availability: coffee pots, punch bowls, serving dishes, utensils, table clothes and ice.

Devotional—Clubs will need to appoint someone from their club to give a devotional at the beginning of the County Council Meeting.

Hostess clubs are responsible for complete clean up after the meeting.

January	Cocoa Beach
February	Eau Gallie
March	Merritt Island
May	Pot Luck
September	Brothers Park
October	Palm Bay
December	Catered



DUTIES OF CLUB MEMBERS

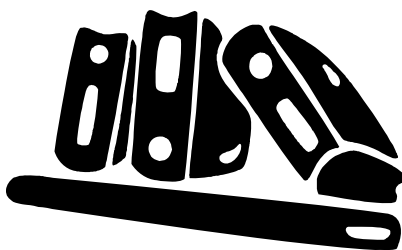
1. Attend all club meetings.
2. *Be on time.*
3. Serve as leader on committee with enthusiasm.
4. *Take part in community and county activities.*
5. Assist new members. Invite people to join.
6. *Share information with others.*

Both officers and members need parliamentary procedure knowledge.

Remember:

You may speak first to your own motion, but not **against** it. However, you may **vote** against it. You may change your mind after hearing discussion or it may be amended to your dissatisfaction. Begin your discussion by stating first which side you are speaking for...it saves listeners a lot of wondering sometimes!

It is important that your opinion be heard. After the motion is stated by the chair, it is time for debate. If you wait until after the meeting, you have lost your voice on the issue. Successful meetings involve the discussion of all members.



HOME AND COMMUNITY EDUCATION (HCE)

What an HCE member represents....

A volunteer of the University of Florida and Brevard County Extension Service, our aim is to improve the quality of life by sharing our knowledge through community service and teaching others.

State HCE Projects include...

Pop tabs, FCS Professorship, and Pennies for Friendship.

County HCE Projects include...

World's Greatest Baby Shower, Ouch Dolls (Health Departments) and Care Cloths, Collecting pop tabs for Ronald McDonald House.

HCE Education Projects for individual Clubs include....

Education programs at schools, churches, nursing homes, and Flu clinics.

Examples of items HCE volunteers made for programs:

ouch dolls and critters, baby blankets for AIDS babies, hats and booties for newborns, lap quilts, walker bags, house slippers, puppets to teach recycling, aprons for daily bread kitchens, baby bibs and baby robes, maternity clothes and toys for needy children.

There are five HCE clubs in Brevard County....

Brothers Park Merritt Island
Cocoa Beach Palm Bay
Eau Gallie

The Agent Advisor is Beth Shephard. She can be reached at 633-1702.

CULTURAL ARTS SUBMISSION

Fill out a slip for each item. In box in upper left corner, put letter "A" for your first item, "B" for your second, "C" for third, etc.

Club: _____

Description: _____

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Fill out a slip for each item. In box in upper left corner, put letter "A" for your first item, "B" for your second, "C" for third, etc.

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CULTURAL ARTS SUBMISSION

Fill out a slip for each item. In box in upper left corner, put letter "A" for your first item, "B" for your second, "C" for third, etc.

Club: _____

Description: _____

HCE
SUE B. YOUNG—BLEDSOE SCHOLARSHIP FUND GUIDELINES

The Executive Board of the Brevard Association for Home and Community Education (HCE) shall appoint a Chairman for the Sue Bledsoe Scholarship Fund for a term of two (2) years and she/he maybe re-appointed for another term.

The Chairman, with the approval of the Executive Board, shall appoint three (3) Home and Community (HCE) Members to the Committee for a term of one (1) year. The County President shall serve as Ex-officio.

The Extension FCS Agent responsible for the Home and Community Education (HCE) shall be the Advisor.

The scholarship committee must approve any special education scholarships awarded by the County HCE organization. The scholarship committee may recommend to the Executive Board that funds be granted for special educational projects.

The Scholarship Fund must maintain a minimum balance of \$1,000.00 at all times in the active savings account. It cannot be lowered without approval of the County Council.

The CDs should be maintained at all times to generate income and can only be cashed with approval of the County Council.

The interest on the CDs and the donations shall be deposited in the active account and recorded in the Scholarship Fund and only that money can be used for grants.

Signatures to be maintained on bankcards shall be current county HCE President and the HCE Treasurer. Only two (2) signatures are required on withdrawals.

The Brevard HCE clubs are encouraged to contribute annually to the scholarship fund.

The Scholarship Committee is responsible for fund raising to benefit the Sue B. Bledsoe Scholarship Fund.



**BREVARD ASSOCIATION FOR HOME AND
COMMUNITY EDUCATION BY-LAWS**

Revised – 2007

Article I – NAME

The name shall be Brevard Association for Home and Community Education.

Article II – OBJECTIVES

- Section 1: To assist the Extension Family and Consumer Science Department in development of leadership among adults, youth and 4-H.
- Section 2: To provide opportunities for individuals to develop leadership and public policy skills in order to be a positive and effective voice for the family.

Article III – MEMBERSHIP

- Section 1: The county association shall be composed of the Club membership and Members at Large.
- Section 2: Meetings are open to any person irrespective of sex, race, color, age, handicap, religion or national origin.

Article IV – OFFICERS

- Section 1: Elected officers shall be president, president-elect (when applicable), vice-president, secretary and treasurer. These shall be the executive board. The immediate past president shall continue as an advisor for one year. An extension agent will act as advisor.
- Section 2: All officers shall be elected in October to hold office for one year with exception of the president. The president shall be elected for a two-year term. President-elect will be elected during president's second year and will succeed to the presidency at the end of the president's term. Installation will be held in November or December.
- Section 3: The Board of Directors shall consist of the Executive Board, Parliamentarian, Educational Program Directors and other County Chairmen. They shall have the power to transact any business except the election of officers and amendments to the by-laws.
- Section 4: A nominating committee shall be appointed by the president in May. All officers must be elected from past and/or present county voting delegates, council or club educational chairmen, county or club officers and must have been a member of a Home and Community Education club for at least one year.

Article V – DUTIES OF OFFICERS

- Section 1: The president shall preside at all business meetings of the Brevard Association for Home and Community Education and of the Board of Directors and perform such other duties as are described in these by-laws and the parliamentary authority adopted by the association. The president shall serve as voting delegate to the District and State Association.
- Section 2: The president-elect shall prepare for the office of President, assist the President and perform all assigned duties during the one year term of office and serve, with vote on the Executive Board and as a Voting Delegate to District and State meetings.
- Section 3: The Vice President shall perform all duties of the president in her/his absence or disability, shall serve as Public Relations chairman and voting delegate to District and State Association the first year of newly elected President.
- Section 4: The secretary shall keep a record of the minutes of the Brevard Association for Home and Community Education and of the Board of Directors, and shall attend to correspondence
- Section 5: The treasurer shall have charge of all funds of the Brevard Association for Home and Community Education, shall pay them out on order of the Board of Directors and shall make a treasurer's report at scheduled association and Board of Director's meetings. The treasurer's book shall be examined annually by an auditor. 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.
- Section 6: In the event any elected or appointed board member is unable to or does not carry out the responsibilities and after counseling by designated members of the board their position may be terminated by a majority vote of the Executive Board.

Article VI – MEETINGS

- Section 1: There shall be a minimum of four business meetings per calendar year.
- Section 2: The Executive Board and/or Board of Directors shall meet on the call of the president.
- Section 3: All Brevard Home and Community Educators are invited to attend association meetings.
- Section 4: The old and new Executive Board may hold a combined meeting after installation of new officers.

Article VII – VOTING

- Section 1: Proposed motions and voting at meetings shall be limited to the president and one delegate or duly appointed alternates from each member club. Discussion is open to all members present.

Article VIII – DUES

- Section 1: Each member belonging to Brevard Association for Home and Community Education shall pay into the treasury annual dues on membership as of November 1. The amount shall be recommended by the County Board of Directors to the delegates and passed at the first association meeting of each club year.
- Section 2: Dues are payable on November 1 and delinquent after December 1.

Article IX – COMMITTEES

- Section 1: All county chairmen and the parliamentarian shall be appointed by the president.
- Section 2: Members of the Executive Board shall not be appointed to any county chairmanship.
- Section 3: Issues Educational chairman shall be appointed for two years and not be eligible for appointment to other educational programs or elected office until completion of appointment or resignation.

Article X – CONSTITUTIONAL CHANGES

- Section 1: Any revision or amendment shall be submitted by a by-laws committee to the Executive Board for consideration and then presented to county association. Delegates shall then inform club members of proposed changes and their decision shall be communicated to county association. Majority approval shall institute a change.

Article XI – QUORUM

- Section 1: A majority of voting delegates present at any session of the county association shall constitute a quorum.
- Section 2: A majority of the Board of Directors shall constitute a quorum.

Article XII – NEW CLUBS

- Section 1: Any newly organized club is encouraged to attend meetings and, upon payment of dues, will become a voting member.

Article XIII – PARLIAMENTARY PROCEDURE

- Section 1: If a question is raised and is not covered in by-laws, then follow Roberts Rules of Order, Revised.

Article XIV – NON-PROFIT

- Section 1: Brevard County Association for Home and Community Education is a non-profit organization. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of individual members.

Article XV – DISPOSITIONS OF ASSETS

- Section 1: In case of dissolution of the organization, the Executive Board is directed to assign all assets to the Brevard County Sue B. Bledsoe Scholarship Fund, to be administered by the Brevard 4-H Foundation.

BREVARD ASSOCIATION FOR HOME AND COMMUNITY
EDUCATION STANDING RULES

Revised – 2007

1. Educators Training Program
 - A. A minimum of four County training programs will be held per year. Clubs are encouraged to share this training information with members unable to attend.
 - B. The HCE educators training program should be given priority over any other program at the business meeting.
2. Guest Speakers at Club Meetings
 - A. Clubs may have educational guest speakers as long as they are not promoting commercial sales.
3. Club Educational Program
 - A. Educational program oral reports by club chairman need not be given at every club meeting.
 - B. Reports -Each club should report monthly their activities and volunteer hours to the Agent Advisor.
4. Installation and Recognition of HCE Officers
 - A. The HCE President and Agent Advisor will formulate plans for installation and recognition ceremonies for Association Officers.
 - B. Installation Expenses - The Treasurer will see that a gift, not to exceed \$15.00, is presented to the president at the end of her first year and \$25.00 at the close of the second year. A Past President's Pin will be presented at the close of her term.
5. Expenses for Board of Directors and Association Activities
 - A. Reimbursement policy for delegate to state meeting.
 1. Expenses will include: Registration, lodging, and mileage according to limits of county association budget.
 2. Expenses to attend annual state conference can include voting delegates and educational program chairman.
 - B. District Meetings
 1. Voting delegates will be president and one appointed delegate.
 2. Registration and travel expenses will be allowed for voting delegates that attend planning and annual district meetings.
 3. Car-pooling is encouraged. Drivers should be reimbursed by their passengers according to distance to meeting.
6. County Clothing/Cultural Arts Showcase
 - A. Items may be entered for county competition by members and members-at-large only.
7. BAHCE Board approval, to purchase community Membership
 - A. The county association will not pay membership for any club member. Individual clubs should be responsible for members who merit continued membership.

8. Trust for Brevard County HCE
- A. A One million-dollar trust was set up for the Brevard County Association for Family and Community Education in 1994. W.T. and Rosetta Pease set up the trust. The TRUSTEE is SHARE at the University of Florida. The monies can not be used by anyone except Brevard County HCE.
- B. The TREASURER must be BONDED at all times to remain TAX-EXEMPT.
- C. There may not be more than \$35,000 in the checking account at one time. Any monies over \$35,000 must be placed in a foundation into CERTIFICATES OF DEPOSIT.
9. Audit
- A. Account books for the association and the Sue B. Bledsoe Scholarship Fund shall be audited at the end of each fiscal year by a qualified experienced accountant.
1. Agent advisor and association president will review account books quarterly.



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.

CERTIFIED VOLUNTEER UNITS

Congratulations to each of you who have received CVU awards... you are now a certified volunteer. You have helped yourself as well as others!

CVUs are the official designation for credit given for volunteer activities and services performed by HCE members as part of the purpose of the organization. They were created and copyrighted by NAHCE, Inc. (formerly National Extension Homemakers Council, Inc.).

Participation is strictly voluntary. Recording hours given in service or activities for HCE educational volunteers or for other unpaid volunteer organizations can all be counted.

Certificates are given for your first 500 hours of service and a gold seal (to add to the certificates) is given for each additional 500 hours that is recorded and certified by an authorized person. Awards are presented at annual district meetings.

Documenting your services, mileage and expenses are also important for income tax deduction. A state report of CVUs awarded and the number of persons reached is channeled to USDA, giving an overall picture of our organization as a vital volunteer arm of the Cooperative Extension Service.

Guidelines for Certified Volunteer Hours

Each club member is urged to keep a record of all the volunteer hours she/he does as accepted by the state guidelines. A Certified Volunteer Hour is one hour credit for unpaid activities as part of the purpose of HCE. All hours accumulated between Nov. 1 through Oct. 31 should be reported to the county CVU chairperson by mid-October. When a member totals 500 CVU hours, a certificate will be presented. Individuals may use the form in the county handbook to help record the hours accurately. Also, it is important to keep the HCE hours and community service hours separately but recorded on the same sheet. The number of people attending the event is also to be recorded. (Example: a member giving a program learned at HCE club, county or state meeting).

Hours that count as CVU hours

HCE hours:

Any volunteer services members do that involves teaching and training, including calls, preparation times, travel time to and from, as well as the presentation, count as HCE hours. Officers and hostesses have responsibilities at the meetings therefore, they may count all the time involved. Members who go and only “receive” do not count meeting time for CVU’s. Any materials and activities then shared with others count as HCE hours.

Community Service hours:

Services that involve community involvement such as church, service organizations (example: Girl Scouts, school, 4-H, Lions Club, etc.), helping neighbors (note: this does not include family), choir, teaching Sunday school or classes or participating in church activities count as community hours. Again preparation, travel, and calls are all included in the totals.

Total the hours separately, along with the number of people in attendance and give to the club chairperson before Oct. 31.

Contact Lovina Freed, Brevard County CVU chairperson with any questions.



CVU Volunteer Service Summary

Name _____

Address _____

County _____ Phone _____

E-mail address _____

Dates of Service: From _____ to _____

Report ALL certified volunteer hours accumulated during the year.
(HCE hours plus Community Service Hours all count as CVU hours.)

HOME AND COMMUNITY EDUCATION (HCE) HOURS—

Teaching & Training Hours _____

Public Relations Hours _____

Admin. & Organization Hours _____

Total HCE Hours _____

Number of people reached _____

COMMUNITY SERVICE HOURS (All hours other than those listed above)

Community Service Hours _____

Number of People reached _____

Total Reached _____

TOTAL CVU HOURS _____

Signature of certifying person
Advisor, Club or Council President _____

Position Held _____ Date _____

Report to be sent to your District CVU chairman --- Postmarked no later than December 1

NOTES

NOTES

January 2009

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		