Oregon Association for Family and Community Education
(Oregon FCE)
in cooperation with
Oregon State University Extension Service
Washington County
2015 Study Group Officers Handbook

WASHINGTON COUNTY ADVISORY COUNCIL:

Meets monthly, September - May, summer as needed

President:  Dawn Westphal
Vice President:  Patty Bonney
Secretary:  Jane Jenkins
Treasurer:  Myrna Loucks
District Director:  Phyllis McIntire

Metro Study Group Sharing and Caring Newsletter Distribution:

Washington County Editor:  Jane Jenkins
State President:  Patti Malanaphy
State Treasurer:  Sandie Bolyard

For general information call the OSU Extension office:  503-821-1150

Mailing Address:
OSU Extension Washington Co.
155 N 1st St., Ste. 200 MS48
Hillsboro, OR 97124
Location:  Public Service Building, 155 N 1st St., Ste. 200, Hillsboro, OR 97124
2015 MONTHLY MEETING TIMES*
Meetings held at members’ homes-Unless otherwise noted.

**FCE County Council:** First Friday, 9:30 am. (Meeting held at WSCC**.)
**Groner:** Second Tuesday, 1:00 p.m.
**Leisy- Shefflin:** Third Tuesday, 9:30am (at training)
**Sunset Valley:** Third Tuesday, 9:30am (at training)
**Tualatin ACRES:** First Wednesday, 11:00 a.m. at Davidsons’ Restaurant
**Garden Home:** Third Thursday, 10:00 a.m.
**Tualatin:** Third Thursday, 10:00 a.m.

* December meetings flexible.

**Washington Street Conference Ctr., 102 SW Washington St., Hillsboro, OR 97124 (First floor of parking structure.)
Meetings are held in Room 102 (503) 846-6701
Oregon FCE Officer Responsibilities

PRESIDENT

- Make meetings efficient and businesslike.
- Help create a friendly atmosphere and encourage new membership.
- Attend Advisory Council meetings.
- Assist in delivering a quality, educational programs to members.
- Appoint committees as needed.
- Keep members informed about OrFCE (Oregon Association for Family and Community Education) program and business proceedings.
- Maintain a close-working relationship with Extension Family and Community Development.
- Volunteer hours – July and January report due.

VICE PRESIDENT

- Coordinate the monthly educational program.
- Remind volunteers about lesson training programs.
- Assist volunteer teachers in setting up and delivering program.
- Preside in the absence of the President.
- Communicate with Extension Family and Community Development regarding the educational programs.
- Report any interesting news from your group to the county editor of the newsletter or delegate to someone.
- Secure members to serve coffee and cookies for leader teacher training.

SECRETARY

- Take roll and record volunteer activities.
- Record the business of the meeting accurately and concisely.
- Carry on correspondence for the group.
- Review membership roster and send Membership List form to Extension office.
- Report names of those with perfect attendance to County Council.
- Report names of 50 year member(s) to County President.
- Review officers list and send copy to County Council.
- Send name of new member to National Secretary.

TREASURER

- Take charge of all study group funds.
- Furnish statement or oral report at business meeting.
- Pay all authorized bills.
- Send members’ dues to county treasurer by October 15 each year (use forms in this handbook).
- Send in moneys collected for special funds by October 15.
- Send original plus 1 copy of each membership form including zip+4 and Oregon ID#.
PLEASE NOTE: For meetings at the Washington Street Conference Center (WSCC), 102 SW Washington St., Hillsboro, OR 97124, FCE group members will need to park on the 3rd floor above of the Washington Street Conference Center. No parking permits are required. Meetings are on the ground level in room 102, phone number (503) 846-6701.

EVERY MONTH

* Start meeting with a get-acquainted exercise.
* Take roll call and record volunteer activities.
* Raise funds for Pennies for Friendship and Dollars for Leadership. Due October 15.
* Collect Quarters for FCL, due by October 15. Send to County Treasurer.
* Remind members of upcoming training dates for lessons.
* Lesson presented by trained group member or special guest.

JANUARY

* County Council January 9 at the Washington Street Conference Center, 102 SW Washington St., Hillsboro, 9:30-11:30 am. President or representative attends Presidents/Council meeting and reports to group.
* Review guest list for Appreciation Luncheon.
* “Volunteer Hours Report” due January 15 to Washington County Council Vice-President.
* Confirm programs for spring months.
* Remind members of “Heart of FCE” Award.
* Remind volunteers of mail-out lesson available at Council Meeting on January 7, 9:30 to 11:30 a.m. at the Washington Street Conference Center, room 102.
* Alums meeting January 29, 2015.
* Sharing & Caring articles due to Jane Jenkins, January 2.

FEBRUARY

* County Council February 6, before Appreciation Luncheon, 9:30-11:00 am. President or representative attends Presidents/Council meeting and reports to group.
* Appreciation Luncheon February 6, 11:00 am at Washington County Public Service Building located at 155 N First Ave., Hillsboro, 503-821-1150. Presidents, County Council alumni and special guests invited.
* Remind volunteers of training for Oregon Cranberries OSU lesson on February 17, 9:30 to 11:30 am at Washington Street Conference Center, 102 SW Washington St., Hillsboro, OR.
* County Council March 6 at the Washington Street Conference Center, 9:30-11:30 am. President or representative attends Presidents/Council meeting and reports to group.
* Remind volunteers of training for Whole Grains OSU lesson on March 17, 9:30 to 11:30 am at the Washington Street Conference Center.
* District 10 meeting, Clackamas County, location TBA. March 23rd with a presentation on Canada.

April

* Council Meeting April 3rd, at the Washington Street Conference Center, 9:30-11:30 am. President or representative attends Presidents/Council meeting and reports to group.
* Remind volunteers of training for Walking with Ease OSU lesson on April 21, 9:30 to 11:30 am at the Washington Street Conference Center. Can be used for May or September lesson.
* Sharing & Caring articles due to Jane Jenkins, April 8th.
* Alums April 30.

May

* County Council May 1 at the Washington Street Conference Center 9:30-11:30 am. President or representative attends Presidents/Council meeting and reports to group.
* Review FCE lessons scheduled for Fall 2015.
* Confirm volunteer/teachers for Fall 2015 lessons.
* 4-H Summer Days, Camp or Fair Awards contributions. Checks are to be made out to the Washington County 4-H Youth Development Association. Mail to: OSU Extension Service, 155 N First Ave., Ste. 200, Hillsboro, OR 97124. When mailing your contribution, please make it very clear which program you are supporting.
* Metro Council Meeting/luncheon. Date TBA Location Washington County.

June / July / August

* Sharing & Caring articles due to Jane Jenkins, August 8th.
* “Volunteer hours report” due July 15 to Vice President.
* Alums July 30 Peppermill.

September

* County Council Sept. 11 at the Washington Street Conference Center, 9:30-11:30 am. President or representative attends President/Council meeting and reports to group.
* Appoint nominating committee for 2015 officers.
* Promote attendance at Oregon FCE Annual Meeting which will be held in Wilsonville, October 5-7, 2014, hosted by Washington and Clackamas Counties.
* Collect 2016 dues ($29.00 per member, $25.80 for those over age 80) and send to County Treasurer by October 14 (see forms in back of handbook).
* Training for Sugar, Sugar September 15, 9:30 to 11:30 am at the Washington Street Conference Center.
OCTOBER

* County Council Oct. 2 at Washington Street Conference Center, 9:30-11:30 am. President or representative attends President/Council meeting and reports to group.
* Oregon State FCE Annual Meeting, Oct. 5-7, 2015 Wilsonville Or.
* Remind volunteers to attend training for All Sorts of Soups October 20, 9:30 to 11:30 a.m. at the Washington Street Conference Center.
* Elect officers for 2016 FCE year and alert them about Officers’ Information Day on Friday, December 4 at the Washington Street Conference Center.
* Send in special funds to County Treasurer.
* Collect 2016 dues ($29.00 per member, $25.80 for those over age 80) and send to County Treasurer by October 15 (see forms in back of handbook).
* Program Planning, October 16th, 2015 in Clackamas County.
* Holidaze Faire, October 26, 2015.
* Alums meeting October 27, 2015.

NOVEMBER

* County Council Nov. 6 at the Washington Street Conference Center 9:30-11:30 am. President or representative attends Presidents/Council meeting and reports to group.
* Review Officers list for 2016 (two copies); keep original for FCE Officers Book and mail second copy.
* Review membership roster and send corrections.
* Training for Gardening for Bees, Tuesday, November 17, 9:30-11:30 am at Washington Street Conference Center.
* Metro Council meeting- Clackamas County

DECEMBER

* Attend Officers’ Information Day on December 4, 9:30-11:30 am.
* Install officers.
* Report the names of members with 2015 perfect attendance to Sharing & Caring and Council President.
FCE leader trainings are taught at the Clackamas Extension office or Washington County Extension at Washington Street Conference Center 9:30 to 11:30 a.m. The study group lesson leaders usually teach the lesson during the month following the leader’s training program. Lessons are the 3rd Tuesday in Washington County and the 4th Tuesday in Clackamas unless otherwise noted.

Oregon State University Extension Family and Community Health faculty members provide three lessons each year. All lessons are developed, reviewed and taught by teams of Extension specialists, county faculty and study group members. Those who do not attend the leader training can pick up their copies at the Extension offices. These lessons are available online at: http://extension.oregonstate.edu/fch/volunteer-programs.

Four lessons are developed and taught by Family and Community Education (FCE) volunteers in Oregon or at the national level. Your FCE dues pay for printed materials, postage and other expenses related to these leader-training lessons. FCE trainers are responsible for disseminating the lesson materials to those who do not attend the leader trainings.

The county Extension offices provide meeting space. If there is a change in location, you will be notified by the Extension office. You are welcome at any of the lessons, but are encouraged to call in advance if you are not planning to attend in your home county. Multnomah County study groups may choose to attend either Washington or Clackamas County for trainings. Attendance at Washington County is encouraged because of limited space in the Clackamas County office. Leader/teachers need to have program materials available for each study group for the two counties at the training site.

In case of inclement weather, call the Extension office or listen to a local radio station for possible cancellation notices.

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<thead>
<tr>
<th>OSU Extension Office Clackamas County</th>
<th>OSU Extension Office Washington County</th>
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<tbody>
<tr>
<td>200 Warner Milne Road</td>
<td>155 N First Ave., Ste. 200</td>
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<tr>
<td>Oregon City, OR 97045-4096</td>
<td>Hillsboro, OR 97124</td>
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<tr>
<td>503-655-8631</td>
<td>503-821-1150</td>
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<tr>
<td>Mon.-Fri. 8:30–4:00</td>
<td>Mon.-Fri. 8-4</td>
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<td>Trainings held at:</td>
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<td>Washington Street Conference Center</td>
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<td>102 SW Washington St.</td>
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<td>Hillsboro, OR 97124</td>
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### Parliamentary Procedure
- Mail out/Hand out Lesson
- Parliamentary procedure update and refresher.

### Oregon Cranberries
- OSU Lesson
- February 17 (Washington County)  
  November 24 - (Clackamas County)

The North American cranberry has a long and distinguished history. Native peoples used cranberries as food, in ceremonies and medicinally. Famous for their bright red color and characteristic taste, Cranberries are a significant Oregon crop. Learn about the history, harvest and uses of these nutritious little jewels. Today cranberries are farmed on approximately 58,000 acres (23,470 hectares) across the northern United States, Canada and Chile.

### Whole Grains
- OSU Lesson
- March 17 (Washington County)  
  February 24 (Clackamas County)

Discover the awesome variety of whole grain foods you can eat for every meal of the day. Learn the basic facts about a “Kernel of Wheat”, 10 Tips for choosing whole- grain foods, how to cook whole grain foods, become a “Food Hero” by using and sharing these recipes using whole grains! We want everyone to see how easy it can be to add whole grains to daily choices. We hope this lesson, tip sheets, whole grain resources and recipes; will have everyone wanting to add more whole grain foods as a natural part of every meal of the day!

### Walk with Ease
- This is a September lesson for groups who don’t meet in May
- April 21 (Washington County)  
  March 24 (Clackamas County)

Walking is a simple form of exercise that has proven benefits from weight loss to stress control for people at all fitness levels. Walking is particularly beneficial for people with chronic conditions such as arthritis. Although walking is a simple form of exercise, there are a number of factors to consider when starting a walking program to ensure your safety and obtain the greatest health benefits. This lesson will share the health benefits of walking as a form of physical activity and introduce the Walk With Ease program developed by the Arthritis Foundation to provide techniques to develop and maintain a walking program.

### Sugar, Sugar
- September 15 (Washington County)  
  TBA  
  September 22 (Clackamas County)  
  Cathy Schabell and Lendamai Poole

These days, sugar is pretty much everywhere in the American diet. Do you know how much sugar is hiding in your food? Learn tips and tools to help monitor and regulate your sugar consumption.

### All Sorts of Soups
- October 20 (Washington County)  
  Myrna Loucks  
  October 27 (Clackamas County)  
  Jean Baker and Elizabeth Howley

Tis the season of soups. This lesson will feature easy to make and nutritious soups to be enjoyed all winter long.

### Gardening for Bee’s
- Save the Bee’s
- November 17 (Washington County)  
  Master Bee Keeper- Bob Falconer  
  January 27 ( Clackamas County)  
  Phyllis McIntire

Bees pollinate a significant majority of the world's food. In North America alone, honey bees pollinate nearly 95 kinds of fruits, including almonds, avocados, cranberries and apples. In fact, we can thank honey bees for one in three bites of food we eat. We all rely on bees – and the pollination services they provide – every day.
Oregon Association for Family and Community Education

Ideas for a PLAN OF WORK for FCE study groups.

As your FCE study group plans its yearly calendar of lesson programs, meeting dates and places, talk about where your study group would like to be (or should be) by the end of the year. Here are suggestions to consider and add to your calendar. Be sure to teach at least 5 out of the 7 lesson programs a year in your FCE study groups.

SET GOALS, TRY NEW IDEAS, STRETCH YOUR ABILITIES, DREAM BIG

<table>
<thead>
<tr>
<th>Community service</th>
<th>County functions</th>
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<tr>
<td>Field trips</td>
<td>District meeting, March 23, 2015.</td>
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<td>Share lesson material in community</td>
<td>State annual meeting – Oct. 5-7, 2015.</td>
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<td>How to include others</td>
<td>2015 Host District–Washington and Clackamas Counties</td>
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<td>Fun activities</td>
<td>Other Committees</td>
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<td>Fund raisers</td>
<td>Nominations</td>
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<td>Other activities</td>
<td>Publicity</td>
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<tr>
<th>Appoint Education Chairs</th>
<th>Oregon FCE</th>
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<tbody>
<tr>
<td>Environment</td>
<td>NAFCE week - 2nd week of October</td>
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<tr>
<td>Literacy</td>
<td>Pay FCE membership dues October 14</td>
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<tr>
<td>Family Issues</td>
<td>“Volunteer hour report,” volunteer hours and activities due January 15 and July 15 to:</td>
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<td>County Vice President</td>
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<td>Caring and Sharing newsletter articles and photos due Jan. 2, April 8, and August 8 to:</td>
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<td></td>
<td>Sharing and Caring Editor</td>
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Washington County Alumni Group

After serving on the County Council, you become an alumnus. The only requirement is to have served on the County Council for at least 2 years. To be listed as an active alumnus, you attend Alumni meetings and are interested in activities and mailings of interest to you. You do not need to be a member of a study group.

The group has turned into more of a social group, meeting for lunches about three or four times a year. The alumni group does sponsor a scholarship program; small but available to students in the College of Public Health and Human Sciences at OSU.

(Above information courtesy of Lois B. Enstrom (loisenstrom@frontier.com))
Washington County Family and Community Educators (FCE)
http://extension.oregonstate.edu/washington/family-community-education-fce

Website contains: link to OSU Extension Service Lesson, Officers Handbook, and Annual Program schedule

National Family and Community Educators
http://nafce.org

Oregon FCE website: For newsletters, forms and announcements.
http://Oregon-FCE.org

OSU Extension Service Advisor:
Jeanne Brandt 503-821-1117, jeanne.brandt@oregonstate.edu
OrFCE Funds Explanation

DUES

September and October:

Collect $29.00 per member county dues to be paid by October 15, each year (see forms in back of handbook).

$19.50 per member (this goes to your national organization, NAFCE).
$ 8.00 per member (this goes to your state organization, OrFCE).
$ 1.50 per member (this money goes to Washington County Advisory Council for local activities and expenses).
TOTAL: $29.00 per member

Note: Dues for study group members aged 80 and over are $16.30 for national; $8 for state; and $1.50 for county for a total of $25.80.

Please use form provided in back of handbook. Make check payable to: OR FCE Washington County. Mail check to FCE County Treasurer (address on form in back of handbook).

SPECIAL FUNDS

The following funds may be collected and sent to the treasurer in the months suggested OR the funds may be collected anytime during the year as long as they are sent in by October 15.

January - Quarters for FCL (Family Community Leadership) - Suggested contribution of 25 cents per member. The quarters collected for FCL go into an Endowment Fund the OrFCE board set up in the fall of 1984. Only the interest earned on the Endowment is used to help with volunteers’ expenses.

International Fund (Pennies for Friendship) - Fifty percent of money we collect stays in Western Hemisphere to help with projects determined by National Association for Family and Community Education (NAFCE).

Dollars for Leadership - Helps support the regional meetings sponsored by the National Association for Family and Community Education (NAFCE). Oregon nickels stay in the Western Region to help pay volunteer expenses to attend.

ALL SPECIAL FUNDS DUE NO LATER THAN NOVEMBER 1, EACH YEAR
Checks payable to OR FCE Washington County
Questions? Call FCE County Treasurer or FCE County President.

TREASURER

Each Study Group treasurer received forms at the December Officers’ Training meeting. There are also copies in the back of handbook. Call FCE County Treasurer or FCE County President if you have questions about the forms.
General Information about Dues

Each study group member is asked to pay annual dues of $29.00. These dues should be paid to the county treasurer no later than October 15. The county treasurer sends study group dues to the state treasurer no later than November 1.

Member dues support:

1. **Washington County Association for Family and Community Education**

   Your County Council uses its dues to pay for materials such as eye openers, flyers advertising program, lessons, the newsletter and postage. Your dues also help the council plan programs such as the District X meeting and county programs. The Council has also used funds to support Extension home economics programs.

2. **Oregon Association for Family and Community Education**

   State Council is operated by volunteers and is not financed from Extension's tax-supported educational program funds. The $8 dues help with the expenses for:

   - Program of work committees
   - Officer materials
   - Travel expenses of district directors for two county visits per year
   - Board members' expenses for meetings (travel and room only)
   - Sending the State President to the annual meeting of National Association for Family and Community Education (NAFCE)
   - Paying dues to organizations to which State Council belongs
   - Stationery, stamps, and printing

3. **National Association for Family and Community Education (NAFCE)**

   Your national organization produces programs such as the “Window to the World” literacy project which enables groups and members to learn more about how to increase literacy in their community.

   The national organization sends every member the national magazine. Funds from dues pay for staff and underwrite meetings.

4. **Oregon FCE International Fund**

   An annually budgeted amount of Oregon FCE funds goes into an International Fund. This is used to send a delegate to the Triennial Meeting (once every three years). Delegates from 66 other countries come to this meeting bringing reports and problems from their countries and needs for Extension programs. These discussions help give us a better understanding and a feeling of closeness to distant countries. Our representative to this meeting shares with us pictures and reports about countries where ACWW meetings have been held - such as Ireland, Australia, Ceylon, Scotland, Norway, Kenya, and Germany.
Optional Contributions from Counties

OrFCE Scholarship Awards

• **K. Ethel Lathrop Award.** An existing OrFCE scholarship was named for K. Ethel Lathrop in 1953. Mrs. Lathrop was a member of the Jackson County Advisory Committee in 1918. She helped with the organization of the State Homemakers Council, now OrFCE, and was State President, 1939-1941. Mrs. Lathrop was ACWW chairman from 1942 until 1950. The last record found in minutes concerning Mrs. Lathrop is in 1959 when she went to the ACWW Triennial in Scotland. She did not go as a delegate because she was in failing health and felt she would not be able to report on the conference.

• **Eleanor Trindle Award.** This award was set up in June 1957 by the contributions of Extension unit members. The award was named for Eleanor Trindle, who was a home economics agent in Marion County before joining the state staff in 1951 as a state agent. Eleanor Trindle was an advisor to the State Homemakers Council Board. She died in 1956.

• **Esther Kirmis Award.** Esther Kirmis was an agent in Morrow County. On May 5, 1965, Morrow County presented a check for $650 to the council to establish the Kirmis Award Fund. First award was made in 1966.

The OSU foundation has administered the three scholarship funds since June 30, 1972. Award recipients are chosen by the College of Home Economics.

**Dollars for Leadership:** In 1971 NEHC established a Nickels for National Fund. Contributions from groups help pay the expenses of holding educational seminars from which members bring the latest information back to their states. Nickels for Leadership supports regional leadership training meetings.

**International Understanding (Pennies for Friendship):** One-half of contributions are used to finance an international project.

**Oregon 4-H Foundation:** Contributions help Oregon youth in the Japanese Exchange Program; County Innovative Grant Program; and Youth Leadership Development.

**Quarters for FCL (Family Community Leadership):** Oregon Association for Family and Community Education (OrFCE) has taken the first step toward permanent support of Family Community Leadership activities in the state. The council created an endowment fund and contributed the first $1,200 to the account in the Oregon State University Foundation. It’s important for people, particularly women, to be involved in determining public policy as it affects all of us, especially the family. Continuous contributions from OrFCE members keep the endowment fund growing.

**Washington County FCE Scholarship Endowment Fund:**

• A partial scholarship is awarded annually to a student attending the OSU College of Public Health and Human Sciences. The student must be a resident of Washington County and a junior or senior majoring in Health & Human Sciences at Oregon State University. Donations to this fund may be directed to OSU Foundation, 850 SW 35th Street, Corvallis OR 97333. Make checks payable to OSU Foundation and note on memo line “Washington County Home Extension scholarship fund”.

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Treasurer’s Form

Study Group Dues and Funds

2016

(Due October 15, 2015)

Name of Study Group

____________________________

X $29.00 each = $____

Number of Members

____________________________

X $25.80 each = $____

Number of Members Age 80 or Over

TOTAL $ ENCLOSED = $____

Study Group Treasurer’s Name ____________________________ Phone __________________________

Washington County keeps $1.50 per member to conduct local business and programs. Oregon Association for Family and Community Education receives $8 per member. The remaining $19.50 or $16.30 (over 80) per member goes to the national organization: NAFCE.

Please return this completed form with check made payable to Washington County OR FCE.

Optional contributions members or Study Groups may wish to make:

Quarters for FCL (Family Community Leadership Fund) $________

Dollars for Leadership (Scholarships for the National training meeting) $________

ACWW International Understanding (Pennies for Friendship) $________

Oregon 4-H Foundation $_______

Other Contributions $_______

Total $_______

Mail to: County Treasurer
FCE STUDY GROUP OFFICERS

Secretary: During the year, the changes should be included in the Study Group Update form

Name of FCE Study Group _________________________________________________________

Meeting Day (Example: 1st Monday)_______________________________________________

Meeting Location ________________________________ Time __________________

Babysitting provided? _____________________________________________________________

OFFICER  NAME  ADDRESS  CITY/ZIP  PHONE

Chair  _________________________________________________________________

Vice Chair ____________________________

Secretary ______________________________________________________________________

Treasurer ______________________________________________________________________

Your County Council will inform you of committees the county has chosen to focus effort upon this year. In the spaces below you can list the committees your study group feels will contribute to its program.

COMMITTEE(S)  NAME  ADDRESS  CITY/ZIP  PHONE

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Reporting Period: ___________________________  Name: __________________

**INDIVIDUAL RECORD OF VOLUNTEER HOURS**

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<th>Month</th>
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<th>OTHER</th>
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**FCE:**
- Host Meeting (5)
- Provide lesson (5)
- Bring main dish (5)
- Bring salad (5)
- Bring dessert (5)

**Other activities:**
- Food Pantry (5)
- Senior Center (3)
- Hospital
- Church
- Recycling (2+)

**Other:**
- Presidential duties (5)
- Vice President duties (5)
- Secretary duties (5)
- Treasurer (5)
- Social Coordinator duties (5)
- Article for “Sharing & Caring” (5)

**Remember:**
- Count your travel time to & from activities
- Make copies for each member

Please make a copy for each member if desired.
FCE Summary of Volunteer Activities

FCE Study Group______________________________ Report for: Jan.-June ___
Secretary submitting report___________________ July- Dec.____

Volunteer hours

<table>
<thead>
<tr>
<th>Member Name</th>
<th>FCE Activity/hours</th>
<th>Other activity/hours</th>
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Summary of Types of Volunteer Activities

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Reminders: Forward to County Council Vice-President by January 15 and/or July 15.
Volunteer Hours should be sent at this time as well. Thank You!!

*************************** Please complete both sides of this form ***************************
### Donations

Donations made as an FCE group or for FCE functions

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Item (Cash, door prizes, refreshments, supplies, etc.)</th>
<th>Value / Amount</th>
</tr>
</thead>
<tbody>
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### Outings

Outings taken as an FCE group, i.e. State Conferences, museums, tours, etc. which may be of interest to other groups.

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### Lessons

<table>
<thead>
<tr>
<th>Lesson Given</th>
<th>Attendance</th>
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<tbody>
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</table>
We have agreed to hostess the following Advisory Council Meetings for 2015. If for some reason we are unable to do so, we will ask someone to replace us:

<table>
<thead>
<tr>
<th>Month/date</th>
<th>Hostesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, 2015</td>
<td>Patty Bonney</td>
</tr>
<tr>
<td>February, 2015</td>
<td>Appreciation Luncheon</td>
</tr>
<tr>
<td>March, 2015</td>
<td>Dawn Westphal</td>
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<tr>
<td>April, 2015</td>
<td>Gretchen Donaldson</td>
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<tr>
<td>May, 2015</td>
<td>Emily Cooper</td>
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<tr>
<td>June, 2015</td>
<td></td>
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<tr>
<td>July/August, 2015</td>
<td></td>
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<tr>
<td>September, 2015</td>
<td>Myrna Loucks</td>
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<tr>
<td>October, 2015</td>
<td>Jane Jenkins</td>
</tr>
<tr>
<td>November, 2015</td>
<td>Edith Allen</td>
</tr>
<tr>
<td>December, 2015</td>
<td>Carolyn Rundorff</td>
</tr>
<tr>
<td>January, 2016</td>
<td>Patty Bonney</td>
</tr>
</tbody>
</table>

WASHINGTONT COUNTY FCE LEADER TRAINING MEETINGS 2015

<table>
<thead>
<tr>
<th>Mo./Date Training</th>
<th>Topic</th>
<th>Study Group Month</th>
<th>Hostesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Parliamentary Procedure</td>
<td>February, 2015</td>
<td>Mail-out</td>
</tr>
<tr>
<td>February, 2015</td>
<td>Crazy for Cranberries</td>
<td>March, 2015</td>
<td>Carolyn Rundorff</td>
</tr>
<tr>
<td>March, 2015</td>
<td>Whole Grains</td>
<td>April, 2015</td>
<td>Gretchen Donaldson</td>
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<tr>
<td>April, 2015</td>
<td>Walk with Ease</td>
<td>September, 2015</td>
<td>Edith Allen</td>
</tr>
<tr>
<td>September, 2015</td>
<td>Sugar, Sugar</td>
<td>October, 2015</td>
<td>Patty Bonney</td>
</tr>
<tr>
<td>October, 2015</td>
<td>All Sorts of Soups</td>
<td>November, 2015</td>
<td>Myrna Loucks</td>
</tr>
<tr>
<td>November, 2015</td>
<td>Gardening for Bees</td>
<td>January, 2016</td>
<td>Dawn Westphal</td>
</tr>
</tbody>
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