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## COLLECT

Keep us, oh God, from pettiness  
Let us be large in thought, in word, in deed.  
Let us be done with faultfinding  
And leave off self-seeking.  
May we put away all pretense  
And meet each other face to face  
Without self-pity and without prejudice.  
May we never be hasty in judgement  
And always be generous.  
Let us take time for all things;  
Make us to grow calm, serene, gentle.  
Teach us to put into action our better impulses,  
Straightforward and unafraid.  
Grant that we may realize  
It is the little things that create differences;  
That in the big things of life  
We are as one.  
And may we strive to touch and to know  
The Great, common, human heart of us all,  
And oh, Lord God,  
Let us not forget to be kind!

Amen  
Mary Stewart

### HOMEMAKER'S PRAYER

Dear God give us the grace to see  
The blessings which have come from thee.

Give us the strength to do our duty,  
To see in everything some beauty.

Teach us that love and cheerful giving,  
Tolerance and decent living

Make of our home a place sublime,  
Where there's no room for hate or crime.

A place where good friends gather 'round;  
Where laughter, mirth and cheer abound.

Not selfish thoughts or worldly greed.  
Let this dear master be our creed.

# **LVFC**

## **LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.**

### **THE MISSION**

**of the**

**LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY**

is to strengthen individuals,  
families and communities through:

**EDUCATION**

**LEADERSHIP**

**ACTION**

# Louisiana Volunteers for Family and Community, Inc.

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## SYMBOLS AND EMBLEM



The **Emblem** is composed of two ovals typifying family and community. The state of Louisiana in purple is centered on a white background with the letters LVFC in gold. The words “Volunteers for Family and Community” in gold letters in the outer gold edged purple oval represent the volunteers working together to strengthen families and communities. The emblem may be used on stationery, envelopes, pins, labels, name badges, note pads, sweat shirts and tote bags.



The **LLL Logo** is the acronym for Louisiana Learning and Leading, a master leadership training program. The light green inner circle bears the LLL letters on the state of Louisiana with a gold edged dark green border.



The **Heart of LVFC logo** contains a purple sprig and LVFC letters on a gold heart symbolizing the member volunteer as the heart of the organization.

## MESSAGE FROM THE PRESIDENT



LVFC President  
Sylvia Guillotte  
18420 Son Guillotte Rd.  
Jennings, LA 70546

VP for Programs  
Mary Ann Boudreaux  
4936 Imperial Dr.  
Houma, LA 7070360

VP for Public Policy  
Terri Latimer  
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Denham Springs, LA 70726

Recording Secretary  
Paula Morgan  
P. O. Box 255  
Golden Meadow, LA 70357

Treasurer  
Pat Chauvin  
610 Holiday Drive  
Houma, LA 70364

Past President  
Martha Latimer  
405 Buckskin Rd.  
Ardmore, OK 73401

### MESSAGE FROM THE PRESIDENT

## Louisiana Volunteers for Family & Community, Inc.

*"Looking Back – Spring Forward"*

Dear LVFC Members:

October 1, 2015

Our theme for this 2015-2016 term of LVFC will be "LOOKING BACK - SPRING FORWARD." Hopefully we can accomplish this using "TEAMWORK."

Learning from past mistakes and yet adapting leadership methods that worked in combination with new technology that is developing every day, we can accomplish this. We must be attuned to this and not hesitate to "SPRING FORWARD" and try new adventures. If we collectively join all these ideas from our members, we can "BANK" them and be able to do more good in our communities. "TEAMWORK" always works best and that has been an attribute of this organization.

As you know, I am a first time state officer, but I do pledge to fulfill the duties of this job to the best of my ability and I plan to learn from and build on the accomplishments of our past presidents. We have good programs in place with our Environment, Family Life, Literacy and International committees. These are the backbone of improving our communities. With our new focus on Personal Enrichment opportunities, this will give a big boost to improve ourselves and our families and communities.

I encourage all our members to step up to the plate in your local, parish and state levels and TOGETHER we can make this organization one of the best TEAMS in the State of Louisiana.

Sincerely,

A handwritten signature in cursive script that reads "Sylvia H. Guillotte".

Sylvia H. Guillotte

## **Information Sheet for Non VFC Councils**

### **Mixed membership councils / clubs**

There is no such thing as a mixed council with only part of the members paying state and parish dues. Non LVFC clubs are NOT affiliated with LVFC councils. Non LVFC members are of the general public and treated the same as any other community organization. Only LVFC dues paying members receive the benefits of membership and report their work. This year report forms received were adjusted to reflect the work done by LVFC members only.

LVFC councils may restrict their activities such as achievement day to LVFC members only as long as their membership is open to everyone. This is the same procedure used by 4-H. Only a 4-H member may participate in short course, for example, but anyone the appropriate age may join 4-H.

### **Dissolving a council or club**

If a parish council or club decides not to affiliate with LVFC they must formally dissolve the existing council / club in addition to creating a new organization. If the existing organization is not formally dissolved, it is still the parish LVFC organization and is responsible for payment of dues and other obligations of membership. Changing the name and writing a new constitution and by-laws creates a new organization but does not legally dissolve the existing one.

Each club and parish council has the procedure for dissolving their organization in their constitution and by-laws. Any assets the council / club possess must be distributed according to their constitution. That usually means donating them to a specified nonprofit organization. In many cases, that is the parish 4-H foundation. Assets include everything from bank accounts to punch bowls to scrapbooks. Non LVFC councils cannot keep anything that belonged to the former parish council / club. That is part of legally dissolving the council /club. Read your by-laws very carefully. If the parish council is split, then all assets belong to the parish LVFC organization.

Any items with the LVFC symbol or name may not be sold by non affiliated councils. This includes parish cookbooks, note paper, jewelry or any other items.

Non LVFC members are no longer eligible for 50 year pins or other awards given by LVFC. The 50 year recognition is for 50 years of membership in the LVFC/ FCE organization. If a former member wishes to rejoin, the years of membership will include years with FCE/LEHA plus ones with LVFC.

### **Tax Exempt / Tax Deductible / Nonprofit status 501 (c) (3)**

The state LVFC organization has tax exempt / tax deductible / nonprofit status. Non LVFC councils will have to file for their own tax exempt status if they choose to use it. Without it, organizations may have to pay tax on any money they receive. Receipts include dues, memorials/ donations, fund raisers and any other money handled during the year. Non-member councils will also have to file their own IRS reports each year if their income is above a specified amount.

Nonprofit tax deductible status (501) (c) (3) is required for donations to be tax deductible to the donor. This would apply to monetary donations received in memory of someone, donations of food, supplies or other items used for fund raisers, door prizes or for the operation of the organization. It is also required if the organization wishes to apply for grant funds or a bulk mailing permit.

An organization with less than \$5,000 in annual receipts may not have to apply for tax exempt status. Organizations should check with the IRS about their particular situation. Although \$5,000 sounds like a lot of money, remember it includes everything including dues, fund raisers, memorials, fair receipts and any other money handled by the organization. A parish organization must consider all money collected by individual clubs.

State and local taxes can also be collected from organizations without tax exempt status.

*Note: There seems to be some discrepancy in the information we received regarding organizations with limited assets. It's not clear whether they are automatically exempt from taxes or if donations to the group are tax deductible. Non LVFC groups need to check with the IRS for their specific situation.*

### **Articles of Incorporation / Nonprofit Status**

Articles of incorporation are filed by the state LVFC organization. If non LVFC councils want to be incorporated they must file for their own organization. The major advantage to incorporation is that individuals are not legally responsible for the actions of the organization. Incorporated, tax exempt status is required to solicit funds or use bulk mail. This is important if the organization depends on donations of any kind for operation.

Papers to incorporate are filed through the secretary of state's office. There is a fee to incorporate in Louisiana and an annual fee paid at the time the annual report is filed. Current fees are \$50 - \$60 to incorporate and a \$10.00 annual fee. These fees are subject to change.



## **Liability Insurance**

Liability insurance for LVFC sponsored activities is automatically covered by membership in LVFC. The insurance is paid for by membership dues. Non LVFC councils are responsible for their own liability insurance to cover any activities sponsored by their organization. Activities include club meetings, fund raisers, trips, etc. Check with insurance agents in your parish for additional information. Not all companies will underwrite group liability. A non LVFC organization must stand on its own for liability. It is not part of either LSU or LVFC. This could be either a help or hindrance when purchasing insurance, depending on the policy.

## **Name**

The name of the organization shall be Louisiana Volunteers for Family and Community, Inc. and the words Extension and Homemakers should not be part of any name. For joint activities, LCES can be listed as a co-sponsor with the club.

## **EEO Requirements**

Any organization with which we work must sign a letter stating they do not discriminate in their membership. Letters should be kept on file in the parish office. No LVFC club can be closed to new members for any reason, including size. If a club is getting too big to be effective, it should either divide or sponsor a new club.

All meetings should be held in locations that are accessible to the handicapped and where everyone will feel comfortable attending.

Discrimination concerns include race, religion, gender, age and handicaps. All reasonable efforts must be made to ensure access to programs by everyone.

# Directories

**Louisiana Volunteers for Family and Community, Inc.  
State Officers 2015 - 2016**

|                                                   |                                                                                                                                    |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| President*<br>2015-2016                           | Sylvia Guillotte (Jefferson Davis)<br>18420 Son Guillotte Rd.<br>Jennings, LA 70546-8306<br>(337) 824-3230<br>guillottew@yahoo.com |
| President-Elect*<br>2016                          |                                                                                                                                    |
| Vice-President<br>for Programs*<br>2015-2016      | Mary Ann Boudreaux (Terrebonne)<br>4936 Imperial Dr.<br>Houma, LA 70360-2843<br>(985) 876-0908<br>m.boudreaux@att.net              |
| Vice-President<br>for Public Policy*<br>2015-2016 | Terri Latimer (Livingston)<br>1115 North Range Ave.<br>Denham Springs, LA 70726<br>(225) 788-8383<br>theresa.d.latimer@gmail.com   |
| Recording Secretary*<br>2015-2016                 | Paula Morgan (Lafourche)<br>P. O. Box 255<br>Golden Meadow, LA 70357-0255<br>(985) 691-2479<br>paula.morgan66@yahoo.com            |
| Treasurer*<br>2015-2016                           | Pat Chauvin (Terrebonne)<br>610 Holiday Dr.<br>Houma, LA 70364-2652<br>(985) 857-8604<br>queenpat@att.net                          |
| Past President*<br>2013-2015                      | Martha Latimer (Livingston)<br>405 Buckskin Rd.<br>Ardmore, OK 73401<br>Cell (225) 938-6856<br>marthalatimer@cox.net               |

Parliamentarian\*\*

Judy L. Broussard (Vermilion)  
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Editor - La. Bayou

Rosie Trahan (Acadia)  
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#### **Area Directors/Secretaries**

##### **Area 1**

Director\*  
2014-2015

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2016-2017

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##### **Area 2**

Secretary\*\*\*  
2015-2016

Barbara Chaisson (Lafourche)  
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**Area 3 (combined with Area 4)**

Director\*  
2015

Gail Haynes (Ouachita)  
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(serves until Dec. 31, 2015)

**Area 3**

Secretary\*\*\*  
2015

Pat Hollenshead (Ouachita)  
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**Area 4**

Director\*  
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Judy Broussard (Vermilion)  
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2016-2017 Area 4 Director

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**Area 4**

Secretary\*\*\*  
2014-2015

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2016-2017 Area 4 Secretary

Rosie Trahan (Acadia)  
274 Broadacres Dr.  
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\*Executive Board Member with vote

\*\*Executive Board Member without vote

\*\*\*Executive Board Non-Member (appointed Bd. Member without vote and with limited funding)

## **Educational Committees**

### **Family Life Chairman:**

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### **Family Life Committee:**

Judy Hamilton (St. Bernard )  
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Carolyn Little(St. Bernard)  
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Arabi, LA 70032-1820  
318-640-7166

### **Environment Chairman:**

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Jennings, LA 70546-8852  
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### **Environment Committee:**

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Linda Rogers (Jeff Davis)  
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### **Literacy Chairman:**

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### **Literacy Committee:**

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**International**

**Chairman:** Glenda Bonneval (Jefferson)  
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**Marketing/Membership Chairman:**

Cheryl Bradley (Jefferson)  
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Metairie, LA 70003-6504  
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**Marketing Committee:**

Mary Lee LeBlanc (Iberia)  
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New Iberia, LA 70560-9216  
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**Marketing Committee:****CVU (Certified Volunteer Units)**

**Chairman:** Lina Miller (Beauregard)  
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DeQuincy, LA 70633-6803  
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## **Committees Appointed for LVFC Business 2015 - 2016**

### **Budget**

**Chairman:** Pat Chauvin (Terrebonne)  
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### **Budget Committee:**

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Linda Loupe  
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Lockport, LA 700374  
(985) 532-0013

Rena Labat  
200 Kenney St.  
Houma, LA 70364  
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### **Auditing**

**Chairman:** Maureen Felder (Tangipahoa)  
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Mary Hennegan (Jefferson)  
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**Nominating**

**Chairman:** Martha Latimer (Livingston)  
405 Buckskin Rd.  
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**Nominating Committee:****Area 1**

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**Chairman:** Gail Haynes (Ouachita)  
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**Scholarship Committee:**

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318-387-1137

Debbie Pate (Ouachita)  
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**Bylaws**

**Chairman:** Judy Broussard (Vermilion)  
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**Bylaw Committee:**

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Ethel Tarleton (Jefferson)  
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## **Handbook and Task Calendar:**

**Chair:** Cheryl Bradley (Jefferson)  
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## **President's Advisory Committee:**

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Virgie Foreman (Vermilion)  
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Maurice, LA 70555-3000  
(337) 893-3548  
vbforeman@att.net

Ethel Adcock (Lafayette)  
3530 Verot School Road  
Youngsville, LA 70592-5340  
337-856-7523 (h)  
337-322-3369 (c)

**Development Fund:**

**Chairman:** Myrle Leblanc (Jefferson)  
358 Tudor Avenue  
River Ridge, LA 70123-1346  
(504) 737-7831  
myrleleblanc@cox.net

**Development Fund Committee:**

Jane Simon (Vermilion)  
15426 Mire Rd.  
Kaplan, LA 70548-6441  
(337) 643-1606

Sue Nelson(Tangipahoa)  
46207 Milton Rd.  
Hammond, LA 70401-4829  
(225) 567-9769  
suenelson41@yahoo.com

Cheryl Bradley (Jefferson)  
8126 Buras Avenue  
Metairie, LA 70003-6504  
(504) 733-0739  
Jafce1@aol.com

Charlotte Duplechain(Jeff D)  
810 Magnolia Dr.  
Jennings, LA 70546-3820  
337-824-8167

Norma Young (Jeff Davis)  
2274 Claude Hebert Rd.  
Lake Charles, LA 70615-4402  
337-582-7424

**Legislative Issues Chairman:**

maureenfelder75@att.net      Maureen Felder (Tangipahoa)  
14195 Jones Rd.  
Ponchatoula, LA 70454-7403  
(225) 294-3092  
maureenfelder75@gmail.com

## Parish Council Presidents

### Acadia

Elaine Chatagnier  
1142 Connie Road  
Iota, LA 70543-4612  
(337) 523-0615  
topselaine@yahoo.com

### Beauregard

Lina Miller  
460 Camp Edgewood Rd.  
DeQuincy, LA 70633-6803  
(337) 725-3548  
(337) 737-2031 – Camp

### Grant

Linda Duthile  
9813 Hwy. 8  
Colfax, LA 71417-5918  
(318) 627-5612  
madute@outlook.com

### Iberia

Mary Lee LeBlanc  
7113 Hwy. 14  
New Iberia, LA 70560-9216  
(337) 365-7914  
philipleblanc@bellsouth.net

### Iberville (Honorary)

Jaqueline Johnson  
57977 McArthur St.  
Plaquemine, LA 70764-4331  
(225) 335-4550

### Jefferson

Margie Camardelle  
3433 Ames Blvd.  
Marrero, LA 70072-5220  
(504) 341-5745  
mcamardelle@yahoo.com

### Jefferson Davis

Linda Patterson  
514 Lucy St.  
Jennings, LA 70546-4428  
(337) 824-8590  
walp1940@yahoo.com

### Lafayette

Genevieve Bourgeois  
122 Claymore Dr.  
Lafayette, LA 70503-3832  
(337) 984-2319

### Lafourche

Linda Loupe  
8784 Hwy. 1  
Lockport, LA 70374-9708  
(985) 532-0013  
tloupe@bellsouth.net

### Livingston

Terri Latimer  
1115 North Range Ave.  
Denham Springs, LA 70726  
(225) 788-8383  
theresa.d.latimer@gmail.com

### Ouachita

Linda Giovingo  
104 Daniel St.  
Calhoun, LA 71225  
(318) 614-4216  
lindagailgiovingo@gmail.com

**Parish Council Presidents – Contd.**

**St. Bernard**

Maxine Wilson  
53 W. Chalmette Circle  
Chalmette, LA 70043-4325  
(504) 458-1846  
maxinewilson70@yahoo.com

**St. Charles**

Joann Walker  
205 Destrehan Dr.  
Destrehan, LA 70047-5064  
(985) 764-7942  
joannreese@bellsouth.net

**St. Martin**

Janet Lasseigne  
1022 Melancon St.  
Parks, LA 70582-6256  
(337) 845-4311  
jallasaigne@yahoo.com

**Tangipahoa**

Donna Bouterie  
13392 Magnolia Crossing  
Hammond, LA 70401-6444  
(985) 662-0187  
jardinera45@yahoo.com

**Terrebonne**

Betty Guilbeau  
333 Ravensaide Dr.  
Houma, LA 70360  
(985) 853-1233  
bfguilb@aol.com

**Vermilion**

Romona Babineaux  
300 N. Broadway  
Erath, LA 70533-3608  
(337) 937-5071

## Past State Presidents

|         |                                                                                       |                  |
|---------|---------------------------------------------------------------------------------------|------------------|
| 1931-32 | Mrs. L. Wilkinson*                                                                    | East Baton Rouge |
| 1933-34 | Mrs. B. Filhiol*                                                                      | Ouachita         |
| 1935    | Mrs. J. T. Howell*                                                                    | Morehouse        |
| 1936    | Mrs. R. T. Douglas*                                                                   | Caddo            |
| 1937-38 | Mrs. Malcolm Dougherty*                                                               | East Baton Rouge |
| 1939-40 | Mrs. T. C. Kirkpatrick*                                                               | Rapides          |
| 1941-42 | Mrs. Herbert Moss*                                                                    | Grant            |
| 1943-44 | Mrs. E. E. Faulk*                                                                     | Acadia           |
| 1945-46 | Mrs. W. M. Bagwell*                                                                   | Lincoln          |
| 1947    | Mrs. Charles Keaghey (Resigned)                                                       | Tangipahoa       |
| 1947-48 | Mrs. Edba Andrews*                                                                    | Pointe Coupee    |
| 1949-50 | Miss May Huson*                                                                       | DeSoto           |
| 1951-52 | Mrs. C. P. Currier* (formerly Mrs. James Verneuil)                                    | Tangipahoa       |
| 1953-54 | Mrs. L. M. McIntyre*                                                                  | Franklin         |
| 1955-56 | Mrs. W. T. Nolin - Hamburg, LA 71339                                                  | Avoyelles        |
| 1957-58 | Mrs. Rolan R. Stoker*                                                                 | Sabine           |
| 1958-60 | Mrs. Tish Kraak *                                                                     | Jefferson        |
| 1961-62 | Mrs. Lillian Eubanks, Columbia LA 71418                                               | Caldwell         |
| 1963-64 | Mrs. J. C. Heard, Rt. 7, Box 215, Leesville, LA 71446                                 | Vernon           |
| 1965-66 | Mrs. L. F. Pereira, Raceland, LA 70394                                                | Lafourche        |
| 1967-68 | Mrs. W. L. Aswell, Choudrant, LA 71277                                                | Lincoln          |
| 1969-70 | Mrs. Shelby Edwards *                                                                 | Tangipahoa       |
| 1971-72 | Mrs. Ella Freeman                                                                     | Calcasieu        |
| 1973-74 | Mrs. S. M. Ketner (formerly Mrs. Georgia Cryer)<br>Rt. 1, Box 560, Haughton, LA 71037 | Bossier          |
| 1975-76 | Mrs. Edwards Clause*                                                                  | Assumption       |
| 1977-78 | Mrs. Clifford Keowen                                                                  | St. Landry       |
| 1979-80 | Mrs. J. W. Brewer, 913 Center Street, Ruston, LA 71270                                | Lincoln          |
| 1981-82 | Mrs. B. C. Doggett, 3371 Valentine Rd., Baton Rouge, LA 70816                         | E. Baton Rouge   |
| 1983-84 | Mrs. Willard Briggs, 112 Grand Ave., Lafayette, LA 70503                              | Lafayette        |
| 1985-86 | Mrs. Yvonne (Charles) Landry, 7211 Anne St., Arabi, LA 70032                          | St. Bernard      |
| 1987-88 | Mrs. Virgie (Youngs) Foreman,<br>12840 La. Hwy 92, Maurice, LA 70555-3000             | Vermilion        |
| 1989-90 | Mrs. Teen Havard                                                                      | Catahoula        |
| 1991-93 | Ms. Marie Snell                                                                       | Sabine           |
| 1994-96 | Martha P. Latimer, 9510 Arnold Rd., Denham Springs, LA 70726                          | Livingston       |
| 1997-99 | Bernadette (Frank) Mougeot, P.O. Box 215, Oberlin, LA 70655-0215                      | Allen            |
| 2000-02 | Rena Labat, 200 Kenney St., Houma, LA 70364-1833                                      | Terrebonne       |
| 2003-05 | Ethel Tarleton, 110 Sunrise Ridge Cove Austin, Texas 78738-5613                       | Jefferson        |
| 2006-08 | Judy L. Broussard, 804 S. John M. Hardy Rd., Abbeville, LA. 70510-7140                | Vermilion        |
| 2009-10 | Ethel Adcock, 3530 Verot School Rd., Youngsville, LA., 70592-5340                     | Lafayette        |
| 2011-12 | Rena Labat, 200 Kenney St., Houma, LA 70364-1833                                      | Terrebonne       |
| 2013-15 | Martha Latimer, 405 Buckskin Rd., Ardmore, OK 73401                                   | Livingston       |

\* Deceased

## Vice President for Programs – LVFC

Mary Ann Boudreaux (Terrebonne)  
4936 Imperial Drive  
Houma, LA 70360  
(985) 876-0908 m.boudreaux@att.net

### Goals:\*

– to help develop and bring together programs that will support the requirements and needs of the LVFC organization through sharing

– to help plan, prepare, and present programs when needed

– to coordinate with parish presidents and area directors the establishment and creation of an LVFC member-created **Program Bank**, funded by the VFC membership

- a ***Deposit Slip*** form would be used as a synopsis of programs that VFC parishes have presented to their members and are willing to share with other VFC groups throughout the state
- these deposits and/or actual ***documents or outlines*** become the assets of the LVFC Program Bank and a resource or storehouse from which presidents and area directors can make withdrawals
- withdrawals will be coordinated and ***records*** will be maintained with the goal of creating newsletters for informing all area directors and parish presidents of the contents of the Program Bank
- parishes will be encouraged to share a list of speakers they have used in their programs and/or volunteer to present their program to other VFC parishes

– to encourage leadership roles in VFC by promoting sharing sessions, the use of the **Program Bank**, and by offering assistance in program planning

\*With these goals in motion, the **end-of-the-year** reports should reflect the ***sharing*** of the many accomplishments in the respective VFC parishes.

## ***Deposit for LVFC Program Bank***

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

Title of Program/Presentation \_\_\_\_\_

Names/Titles of Presenters \_\_\_\_\_

When and where held \_\_\_\_\_

Approx. # in attendance \_\_\_\_\_ Approx. cost \_\_\_\_\_

*Deposit Information/Synopsis:* Goals, purposes, setting, materials, supplies & techniques used, \_\_\_\_\_

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Have you attached the script? \_\_\_\_ Have you attached an outline? \_\_\_\_

Have you attached a drawing of any posters, photos of setup or event?

Are you willing to share this success story program with other parishes? \_\_\_\_

VFC creativity may be used to adjust, revise, or make changes? (Yes – No)

I give permission to Vice President for Programs, Mary Ann Boudreaux, to use this information for resource information for the LVFC Program Bank.

I understand that this presentation/ program will be made available to be shared parish wide, with credit given to the source.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone #'s \_\_\_\_\_ Email \_\_\_\_\_

Mary Ann Boudreaux  
LVFC Vice President for Programs  
4936 Imperial Drive  
Houma, LA 70360  
m.boudreaux@att.net  
(985) 876-0908

***We Are As One***



## **Vice President for Public Policy**

Terri Latimer (Livingston)  
1115 North Range Ave.  
Denham Springs, LA 70726  
(225) 788-8383  
theresa.d.latimer@gmail.com

### **GOALS FOR 2015-2016**

#### **Louisiana Learning & Leading (LLL) Classes**

- o (LLL) Basic classes
- o 15 Hour Certification
- o 30 Hour Certification
- o 60 Hour “Master Leader Trainer Certification”
- o LLL Classes at State Convention, Legislative Day & Mini College  
(All of these programs will be planned by Vice President for Public Policy and the LLL Committee)
- o Expand current LLL programs offered

#### **Revive/ Strengthen the LLL Board**

#### **Continue with LVFC Legislative Day & Leadership Workshops**

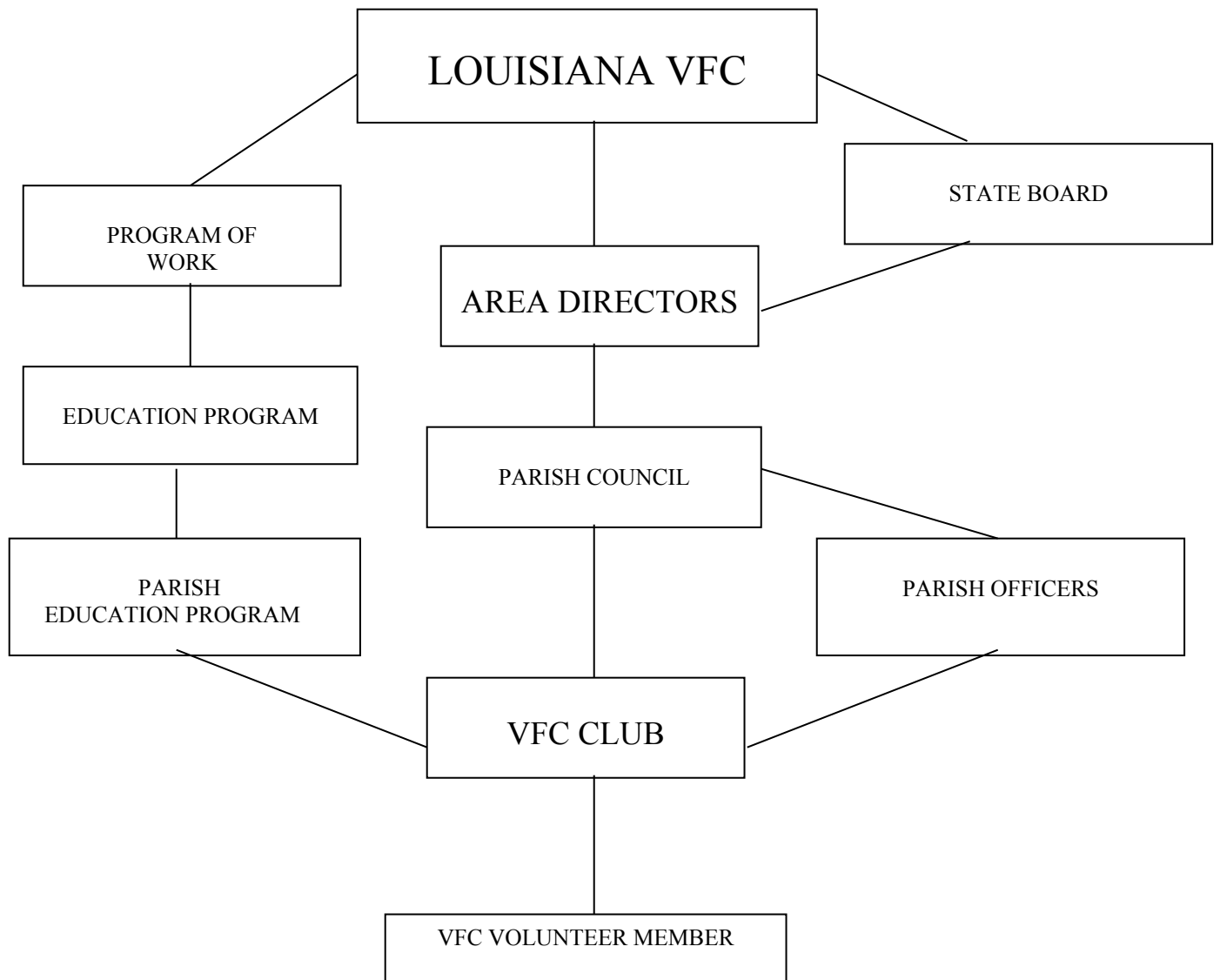
- o **Encourage LVFC members to interact with their legislators**
- o **Promote Legislative issues that concern our organization**
- o **Follow bills through the legislative process**

#### **ENCOURAGE MEMBERS TO VOTE!**

Help promote any educational programs LVFC State President and Vice President for Programs offer during their term of office

# Organizational Structure

THIS IS YOUR ORGANIZATION



↑  
**YOU**

ARE THE  
FOUNDATION ON WHICH WE BUILD

## **LVFC Education/Programs**

## Marketing/Membership

### Marketing/Membership Chairman:

Cheryl Bradley, 8126 Buras Ave., Metairie, LA 70003-6504

Phone: 504-733-0739

Email: Jafce1@aol.com

### Marketing/Membership Committee Members:

2016:

AREA 1: Jinx Berthelot, 18561 Clio St., Port Vincent, LA 70726, (225) 963-0279  
bjberthelot@yahoo.com

AREA 2: Linda Loupe, 8784 Hwy. 1, Lockport, LA 70374-9708, (985) 532-9708  
tloupe@bellsouth.net

AREA 4: Elaine Chatagnier, 1142 Connie Rd., Iota, LA. 70543, (337) 523-0615  
topselaine@yahoo.com

**Goals:** The goals of the Marketing/Membership Committee are:

- ❖ to **promote community awareness of VFC** in your parish,
- ❖ **build VFC membership**,
- ❖ **network** with other organizations to meet community needs,
- ❖ and **improve family life** and your community.

**YOU ARE THE BEST ADVERTISING TOOL FOR VFC!**

**Tell everyone** how much you love being a member and why!

### Marketing/Membership Idea:

“LVFC Volunteers Light the Pathway to the Future!”

Carry parish VFC business cards, bookmarks or brochures and give them out to people you meet, then invite them your next meeting or event. Tell them about the skills you have learned, the fun you have volunteering, and the lasting friendships you have made in VFC.

**Marketing tools:** Each Area has its own unique activities. Use:

- ❖ Posters, brochures, flyers, or **invitations to events or meetings**;
- ❖ Displays and banners to **highlight activities**;
- ❖ Radio or TV to **spread the word** about your Area, Parish and Club VFC programs and events throughout the year.
- ❖ Newspapers will put your activities in their calendar. Be sure to send **articles** or **photographs** two weeks ahead of time.

**Interesting events, articles and photos can yield new members!**

**LVFC benefits of membership include:** Leadership workshops, Mini colleges, Educational programs & tours, State conventions and more! Tell others what LVFC is all about. Learn new things, use your creativity, share ideas, help others and build skills to lead your community to meet its needs. **Network:** Challenge others to find needs important to your area, and inspire them to work out solutions.

## LVFC MARKETING/MEMBERSHIP REPORT FORM

Parish \_\_\_\_\_

Due Date: **January 31**

Please complete and send to: Cheryl Bradley, LVFC Marketing/Membership Chair,  
6017 Ruth St., Metairie, LA 70003-3737  
Phone: 504-733-0739 Email: Jafce1@aol.com

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

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

Year of this report: 2015 \_\_\_\_\_ 2016 \_\_\_\_\_ Check one please.

1. What kind of Marketing/Membership training did your parish have for members & chairmen?

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2. What activities and events did your parish market/advertise? Some examples are: Luncheons, Exhibits, Programs, Charity Events, etc. List them **in a one page report** on a separate page, or on the back of this page.

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3. Check the methods used to publicize your parish's activities:

Posters \_\_\_\_\_ Displays \_\_\_\_\_ Brochures \_\_\_\_\_ Flyers \_\_\_\_\_ Newspaper \_\_\_\_\_

Radio \_\_\_\_\_ TV \_\_\_\_\_

4. Number of new members gained \_\_\_\_\_ # of new clubs formed \_\_\_\_\_

## LVFC MEMBERSHIP SURVEY

**Due: Jan. 31**

**Yes      No**

- \_\_\_\_    \_\_\_\_    1. I have attended LVFC State conferences (Number attended \_\_\_\_\_).
- \_\_\_\_    \_\_\_\_    2. I have attended an LVFC State Officer & Chairmen Training.
- \_\_\_\_    \_\_\_\_    3. I have participated in curbing bullying and abuse.
- \_\_\_\_    \_\_\_\_    4. I have attended a Louisiana Learning and Leading (LLL) Training.
- \_\_\_\_    \_\_\_\_    5. I have attended Mini-Colleges (Number attended \_\_\_\_\_).
- \_\_\_\_    \_\_\_\_    6. I have attended Leadership & Ethics Workshops (Number attended \_\_\_\_\_).
- \_\_\_\_    \_\_\_\_    7. I have LLL hours (Number \_\_\_\_\_).
- \_\_\_\_    \_\_\_\_    8. I have presented LLL classes (Number \_\_\_\_\_).
- \_\_\_\_    \_\_\_\_    9. I have submitted Certified Volunteer Hours to State. Hours this year \_\_\_\_\_
- \_\_\_\_    \_\_\_\_    10. I have attended Legislative Day. (Number attended \_\_\_\_\_).

11. The thing I enjoy most about the State publication, "Louisiana. Bayou," is:

\_\_\_\_\_  
The thing I like least about the publication is:

\_\_\_\_\_  
12. I would like more educational programs in the following areas:

\_\_\_\_\_  
13. The major problems facing American families today are:

\_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Parish \_\_\_\_\_

**Send to:** Sylvia Guillotte, LVFC President, 18420 Son Guillotte Rd., Jennings, OK 70546.  
Phone: (337) 789-9575 (c), (337) 824-3230 (h), or email: guillottew@yahoo.com

## 2015 - 2016 LOUISIANA BAYOU SCHEDULE

**EDITOR: *Rosie Trahan***

| ARTICLE DUE               | PUBLICATION DATE               | CONTRIBUTORS                                                                                      |                                                                                                                                   |
|---------------------------|--------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| JANUARY 10                | FEBRUARY 15<br>SPRING<br>ISSUE | President<br>Advisor<br>Editorial<br>VP for Programs<br>Marketing Chair<br>Environment Chair      | Area 1 Director<br>Pre State Conference<br>Info & Registration<br>Parish/Club News                                                |
| APRIL 10                  | MAY 15<br>SUMMER<br>ISSUE      | President<br>Advisor<br>Editorial<br>VP for Public Policy<br>Literacy Chairman<br>Area 2 Director | Post State Conference<br>Awards & Highlights<br>LVFC Heart of VFC<br>LVFC Spirit of LLL<br>LVFC Great Louisiana<br>Family         |
| JULY 10                   | AUGUST 15<br>FALL<br>ISSUE     | President<br>Advisor<br>Editorial<br>LVFC Mini College                                            | Treasurer<br>Membership Chair<br>Area 3 Director<br>Parish/Club News                                                              |
| OCTOBER 10                | NOVEMBER 15<br>WINTER<br>ISSUE | President<br>Advisor<br>Editorial<br>Secretary<br>Treasurer                                       | Scholarship Chair<br>Family Life Chair<br>International Chair<br>Area 4 Director<br>Parish/Club News                              |
| <b>GUEST CONTRIBUTORS</b> |                                |                                                                                                   |                                                                                                                                   |
| ANY ISSUE                 | ANY ISSUE                      | LVFC Volunteer Week<br>Leadership/Ethics<br>Workshop<br>Legislative Day                           | Cruise, Fund Raiser, etc.<br>VFC Success Stories<br>Mini Grant/Scholarship<br>Recipients<br>Article/Poem for State<br>Competition |



## **Environment**

**Chairman:** Marilyn Strickland (Jeff Davis)  
5291 Pine Island Hwy.  
Jennings, LA 70546  
(337) 584-2639  
mstrick5291@gmail.com

### **Environment Committee:**

Rosie Trahan (Acadia )  
274 Broadacres Rd.  
Crowley, LA 700524  
(337) 783-0924  
rmtrahan@cox.net

Linda Rogers (Jeff Davis)  
5367 Pine Island Hwy.  
Jennings, LA 70546  
(337) 584-2123  
lprogers12@gmail.com

### **Goal:**

The goal of the Environment Educational Program is to encourage our members to share the knowledge of practical ways to preserve the environment, prevent misuse of it, and persuade involvement of all in our environmental issues that have a definite impact on the lives of our families, friends and communities.

### **Objectives:**

- ⚙ To become aware of the need to practice ways to preserve our Environment.
- ⚙ To put into practice the recycling of various household items.
- ⚙ To learn the value of planting trees.
- ⚙ To put into use ways to improve air indoors.
- ⚙ To conserve natural resources.
- ⚙ To become knowledgeable of Louisiana's coastal erosion problem & it's harmful effects.

### **Programs:**

- ⚙ What is the importance of preserving the environment?
- ⚙ Why recycle?
- ⚙ What are ways we can recycle and reuse?
- ⚙ Ways we can assist in curbing our coastal erosion
- ⚙ Cleaning up indoor air quality
- ⚙ Advantages of House plants
- ⚙ Organize clean-up crews
- ⚙ Why conserve water?
- ⚙ Why plant trees?
- ⚙ How to help control mosquitoes at your home
- ⚙ Arbor Day, Earth Day, American Recycle Day

## Literacy

### Chairman:

Elaine Chatagnier (Acadia)  
1142 Connie Road  
Iota, LA 70543-4612  
(337)523-0615  
topselaine@yahoo.com

### Committee:

|                                |                             |
|--------------------------------|-----------------------------|
| Ernestine Freeman (Jeff Davis) | Norma Young (Jeff Davis)    |
| 6330 Pine Island Hwy.          | 2274 Claude Hebert Rd.      |
| Jennings, LA 70546-8838        | Lake Charles, LA 70615-4402 |
| (337)515-4419                  | (337) 582-7424              |
| erniefreeman@live.com          |                             |

### Goal:

The goal of the Literacy Education Program is to encourage members, families, and communities to increase their reading time, to use and support public and school libraries, to incorporate book giving with other charitable donations, and to promote an interest in creative writing.

### Objectives:



#### ENCOURAGE READING



By keeping records of the number of books read by members.



By giving reports at club or council meetings of books read



By rewarding members with bookmarks provided by LVFC



By encouraging grandparents to give books to and read to grandchildren



By collecting new books for reading programs. (Example: Books for Birthdays)



By including books in gifts for elderly, shut-ins, and for special occasions



By sending books in items shipped to military



#### LIBRARY SUPPORT



By getting library cards for yourself and family members



By checking out audio books, movies, and now available books for Kindles and Nooks



By using libraries for research projects



By placing exhibits focusing on Literacy in local libraries



By supporting local schools' Book Fairs by buying books, donating them back to the school library, and asking the library to place VFC donation info on the books



By voting for taxes and millage renewal to maintain or build libraries

**Feature Article, Article of Interest & Poetry Contest** – See guidelines on page 116.

Entries due by Jan. 31 to Literacy Chairman.

## Family Life

**Chairman:** Maxine Wilson (St. Bernard)  
53 W. Chalmette Circle  
Chalmette, LA 70043-4325  
(504) 458-1846  
maxinewilson70@yahoo.com

**Family Life Committee:**  
Judy Hamilton Carolyn Little  
708 W. Solidelle St. 209 Norton Ave.  
Chalmette, LA 70043-2911 Arabi, LA 70032-1820  
(504) 259-8982 (504)278-9767  
missjolly60@aol.com

### TAKING CARE OF YOUR FAMILY

**Goal:** The goal of the Family Life Educational Program is to work with individuals, families, educators, and public officials to strengthen and improve the quality of life in our families and communities.

#### Objectives:

- ☺ To encourage more family involvement to curb domestic abuse and bullying
- ☺ To teach character education
- ☺ To promote healthy habits
- ☺ To network with other community groups to provide services
- ☺ To encourage awareness of stress management by managing family finances
- ☺ To be aware of consumer fraud and scams
- ☺ To be an informed Caregiver

#### PROGRAMS AND ACTIVITIES:

- ☺ **BUILDING FAMILY INVOLVEMENTS**
  - Lesson on Bullying available from your AgCenter agent
  - Charactercounts.org website has information on Bullying
  - Domestic Abuse Hotline
- ☺ **TEACH CHARACTER EDUCATION**
  - Character Counts lessons for 7-12 year olds; Character Critters (4-6 year olds lessons available through the AgCenter)
  - Encourage youth to volunteer at local nursing homes or service organizations
- ☺ **HEALTHY HABITS**
  - Use My Plate for adults and children – Focus on portions
  - Become more aware of the dangers of health issues specific to women
- ☺ **NETWORK WITH OTHER COMMUNITY GROUPS TO PROVIDE SERVICES**
  - Donations to VA hospitals, nursing homes, women's shelters, health units, or other service agencies ( Example: Coffee in particular)
- ☺ **STRESS MANAGEMENT/FAMILY FINANCES**
  - Lesson and worksheet from your parish Ag Center
- ☺ **FRAUD AND SCAMS**
  - Report consumer fraud to the Attorney General's Consumer Protection hotline. 1-800-351-4889
  - Check for scams and hoaxes on [www.snoops.com](http://www.snoops.com)
- ☺ **CAREGIVING**
  - Information about Caregiving and Alzheimer's from the Ag Center
- ☺ **GREAT LOUISIANA FAMILY AWARD**
  - Continue this program. See instructions on page 105, and Form 11 on page 106.



## **VOLUNTEER WEEK**

Volunteer Week is held in the spring to recognize the efforts of volunteers at the local, state and national level. Volunteer Week information is available at:

**www.pointsoflight.org** The USA and Canada celebrate the same week:

April 10-16, 2016

April 23 - 29, 2017

April , 2018

### **Other Suggested Activities:**

1. Preserve your family heritage and family medical history.
2. Remember the elderly with lap rugs, bibs, visits and bingo, flowers for Mother's Day and fruit baskets for Father's Day.
3. Make or collect scarves, turbans, cancer caps, wigs for cancer patients in local hospitals
4. Correspond with the military to show encouragement.
5. Collect personal items to ship to the troops.

## **International**

**Chairman:** Glenda Bonneval (Jefferson), 4821 St. Mary Ct., Metairie, LA 70006

Phone: (504) 621-5553

Email: [bonnevala@bellsouth.net](mailto:bonnevala@bellsouth.net)

**Goal:** The goal of the International Chair is to disseminate information involving International concerns by educating the membership of LVFC through working with the following International organizations:

- Heifer International,
- Shoes for Orphan Souls,
- Mothers Without Borders,
- Food for the Poor,
- Samaritan Purse,
- Dresses for Haiti,
- Little Dresses for Africa

**Objective:** Select a specific country in the world and provide information about that country to members, educating members with additional information on various world aspects, and/or participating in an International Day or World Food Day. Members of a group could donate through a local church to ministries in other nations.

### **Programs:**

- International Day: Study countries, invite guest speakers, display reports
- Research Louisiana history & cultural heritage: parishes, 10 Flags of Louisiana, Flags of Acadian Louisiana, Flags of the United States, Louisiana Civil War Markers, Rivers, Towns, Plantations, Lost Plantations, Louisiana Historical Markers, National Historical Landmarks in Louisiana.
- Clip Coupons for the Military – Coupons can be expired for 6 months. Only manufacturer's coupons, not store coupons, accepted. Separate & clip together in groups of Food or Non-food.
- Samaritan Purse – “Operation Christmas Child” shoebox of items
- Share Heritage Skills with others
- Life writing – Write a story of your experiences for your family
- Donations – food, clothing, money, other for International needs

## **CVU (CERTIFIED VOLUNTEER UNITS)**

**CVU Chairman:**     **Lina Miller, 460 Camp Edgewood Rd., DeQuincy, LA 70633-6803**

### **Purposes of Certified Volunteer Units Program:**

- ★ To recognize individual volunteer efforts.
- ★ To enhance self-esteem and pride in being a volunteer.
- ★ To enhance opportunities for paid employment.
- ★ To document volunteer work for possible academic credit.
- ★ To enhance the image and increase visibility of LVFC

### **What are CVU'S?**

- ★ Ten (10) hours of volunteer work = 1 CVU
- ★ Fifty (50) CVU's (500 hours) = 1 CVU certificate
- ★ Each additional 500 hours = 1 gold seal
- ★ Each certificate holds four (4) seals for a total of 2,500 hours.
- ★ Individuals will be recognized at state convention for each 50 CVU's received.  
(Parishes are encouraged to plan some type of recognition also.)

### **Who are "Volunteers" and what time may they count?**

**Volunteer** - an individual who agrees to do a job or render a service for which the only compensation received is the satisfaction of a job well done in a service performed for others.

### **What counts?**

**Community Hours** - Time spent doing something for someone else in your club, community, church, with youth groups, etc., may be counted. You may also include time spent in preparing to carry out and follow up on your volunteer work, as:

- ★ Receiving training for the activity
- ★ Preparation time, Travel time
- ★ Making telephone calls, writing letters, and news article, etc.

**Family Hours** – Time spent bringing elderly/sick family member to the doctor, time spent preparing applications for Social Security benefits, Medicare/Medicaid papers, and other legal papers for sick, homebound, or nursing facilities patients, and time spent helping family “rebuild” after destructive or devastating circumstances are all examples of Family hours.

The assigned hourly value of volunteers for 2014 was **\$22.73** an hour (from Independent sector.org). This hourly value varies from state to state. Clubs, parish councils, and the state council should publicize the volunteer work done by LVFC Volunteers.

You must have 500 hours to receive your CVU certificate and for each subsequent 500 hours you receive a gold seal.

### **Steps to Earning CVU'S:**

Log your individual volunteer hours. Use a spiral notebook or Form 18 to keep track of hours. The following information should be recorded:

- ★ Organization, agency, group, or individual served
- ★ Date
- ★ Job performed and job title
- ★ Hours spent
- ★ Total mileage
- ★ Other expenses
- ★ Number of persons reached or served

On December 31, or when you have logged 500 hours, whichever comes first, have an authorized person sign the log. Authorized signatures may be:

- ★ Club presidents
- ★ Parish council president
- ★ Parish advisor-agent
- ★ State council president
- ★ President or Volunteer Coordinator or person in charge of activity (for hours earned in partner organizations)

When you have logged 500 hours, submit the logbook to the parish CVU chairman. The volunteer is responsible for providing the following information: name of club, parish council, complete address and telephone number.

The parish CVU chairman is responsible for signing and sending the Volunteer Service Summary to the state CVU Chairman. The parish chairman should send **a complete listing of the persons from the parish at one time. THE DEADLINE FOR SENDING IN CVU HOURS TO THE STATE CHAIRMAN, LINA MILLER, IS JANUARY 31.**

### **CVU State Recognition**

Certificates and / or seals will be given to members who have earned 50 CVUs (500 hours of volunteer service).

**LEGISLATIVE ISSUES**  
**Chairman: Maureen Felder (Tangipahoa)**  
**14195 Jones Rd., Ponchatoula, LA 70454-7403**  
**maureenfelder75@att.net**  
**(225) 294-3092**

**2015 – 2016 Goals:**

- \* To keep VFC members informed of where they can find legislative & other related information they need.
- \* Encourage VFC members to take a more active role in the legislative process by following the legislative sessions more closely, especially those pieces of legislation that are personally near and dear to our hearts and organization.
- \* Encourage members to get to know their legislators and to keep in touch with them on a regular basis by expressing to their legislators how they want them to vote on issues. Remember, legislators want to hear from us!
- \* To hold a “LVFC Legislative Day” at the Capitol during a legislative session, when financially possible, alternating every other year, with Mini College.
- \* To encourage all VFC members and their families to register to vote, and where to register.
- \* To encourage everyone to exercise their American right to VOTE!
- \* Continue to work closely with LVFC Vice President for Public Policy.

**Note:** If your parish does not have a designated Legislative Issues Chairman, this comes under the Vice President for Public Policy duties.

**Louisiana Legislative Information & Resource Information**  
(Handy Web Sites & Phone Numbers)  
Maureen Felder, LVFC Legislative Issues Chairman (2015 – 2016)  
14195 Jones Road, Ponchatoula, LA 70454 (225-294-3092)

**\* Louisiana Voter Registration Information**  
[www.sos.louisiana.gov](http://www.sos.louisiana.gov)

**To register to vote you must be:**

- \* A citizen of the United States.
- \* At least 17 years old and 18 years old prior to the next election.
- \* Not under judgment of interdiction where your right to vote has been suspended.
- \* Not under an order of imprisonment for conviction of a felony.
- \* Reside in the state and county/parish you want to vote in.

**You may apply at any of the following State offices:**

\* Registrar of Voters \* Motor Vehicle \* Social Services \* WIC \* Food Stamp \* Medicaid \* Offices serving persons with disabilities \* Armed Forces Recruitment Offices \* By mail

(You must be registered at least 30 days prior, to be eligible to vote in the next Election.)

For more information, contact your local Registrar of Voters office, or go online to:  
[www.sos.louisiana.gov](http://www.sos.louisiana.gov)

- \* **Louisiana Secretary of State** – [www.sos.louisiana.gov](http://www.sos.louisiana.gov) 225-922-2880  
(Where you can get a sample voting ballot for your precinct, and information on any Proposed Constitutional Amendments) Your **precinct #** can be found on your **voter registration card**.

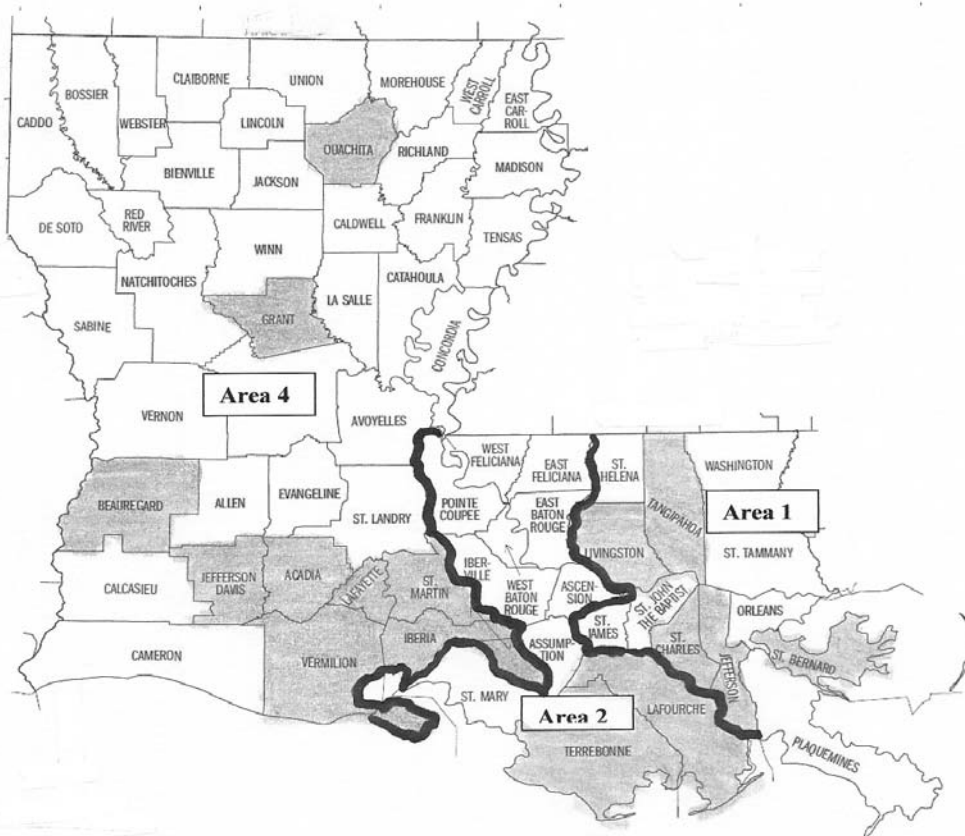
- \* **PAR (Public Affairs Research Council of Louisiana, Inc.**  
[www.parlouisiana.org](http://www.parlouisiana.org) 225-926-8414  
 (A private, non-partisan organization that provides accurate and objective information on governmental issues in LA. You get “detailed” information on any “Proposed Constitutional Amendments” – with regards to “if you vote for, what it will do” and “if you vote against, what it will do,” then you decide.)  
  
 “PAR Guide to the Louisiana Legislature” This is a guide to the LA Legislature. Updated and printed yearly, it can be purchased/ ordered for \$1000+tax and shipping thru PAR at 225-926-8414 or [www.parlouisiana.org](http://www.parlouisiana.org)  
  
 New PAR resource since 2014, the same “PAR Guide to the La. Legislature” is free via a “PAR Mobile App,” for download on your iPhone, iPad or Android. The free App is available at Apple or Google App Stores.
- \* **When do Louisiana Legislative Regular Sessions begin?**  
 2015 - Monday, April 13, 2015 will convene at noon, and must adjourn no later than 6 P.M.,  
Monday, June 11, 2015  
 2016 – Monday, March 14, 2016, will convene at noon, and must adjourn no later than 6 P.M.,  
Monday, June 6, 2016.  
 2017 – Monday, April 10, 2017, will convene at noon, and must adjourn no later than 6 P.M.,  
Monday, June 8, 2017.  
**Note:** Even #’d years are non-fiscal sessions; odd #’d years are fiscal sessions. (\$\$\$)
- \* **Who are your current Louisiana Legislators?** [www.legis.state.la.us](http://www.legis.state.la.us)  
 (Go to this web site, click “Legislators” at the top of the page, then click “Find Out” beside “Who are my state Senators and Representatives?” Enter your address, zip code, and you will be given all your current legislators – LA. and U.S.)
- \* **Louisiana State Capitol (Senate)** <http://senate.la.us> 225-342-2040  
 (Where you can contact your senator, find out about committee meetings, agendas, etc.)
- \* **Louisiana State Capitol (House of Representatives)**  
<http://house.louisiana.gov> 225-342-6945  
 (Where you can contact your Representative, find out about committee meetings, agendas, etc.)
- \* **PULS (Public Update Legislative Services)** 225-342-2456 or 1-800-256-3793 (outside Baton Rouge)  
 (With the Bill #, you can follow any bill through the legislative process during the legislative session.)
- \* **Louisiana Public Service Commission (LPSC) “Do Not Call” Program**  
 1-877-676-0773 or LPSC web site: [www.lpsc.org](http://www.lpsc.org)  
 (Where LA residential telephone customers who want to reduce unsolicited and unwanted telephone solicitation calls can register their home phone number(s) **and cell phone** number(s). Phone number(s) will remain on the “Do Not Call” list for 5 years. After the 5 year expiration, you can call again and re-register your numbers.)
- \* **National “Do Not Call” Registry** [www.donotcall.gov](http://www.donotcall.gov)  
 (Works the same as above, but this puts you on the national “Do Not Call” list. This is managed by the Federal Trade Commission.)
- \* **LVFC Web Page** can be found on the **LSU Ag Center Web Site.** [www.lsuagcenter.com](http://www.lsuagcenter.com)  
 (At the top right of the page, click on “**About us**,” scroll down to “Professional Organizations,” click on that. LVFC articles, pictures, LA Bayou, membership forms, bookmarks, handbook, etc. are there and available for members to download, as needed.)



# **Educational Program Support Louisiana Cooperative Extension Service**

LOUISIANA VFC MEMBER PARISHES BY AREAS – 2015

(Areas 3 & 5 moved to Area 4)



## **LSU Ag Center Administrators**

Dr. William B. Richardson, Chancellor  
LSU Agricultural Center  
101D Efferson Hall, 110 LSU Union Square  
Baton Rouge, LA 70803  
(225)578-4161

Dr. Gina Eubanks, Associate Vice Chancellor & Program Leader FCS  
104 Efferson Hall, 110 LSU Union Square  
Baton Rouge, LA 70803  
225-578-6914

Dr. Mark Tassin, Program Leader, Associate Vice Chancellor, 4-H Youth Development  
104 Efferson Hall, 110 LSU Union Square  
Baton Rouge, LA 70803

Dr. Janet Fox, Dept. Head, 4-H Youth Development  
169A Knapp Hall, 110 LSU Union Square  
Baton Rouge, LA 70803  
(225) 578-5677

Dr. Karen B. Overstreet, Associate Director, School of Nutrition & Food Sciences  
LVFC State Advisor  
297D Knapp Hall, LSU, Baton Rouge, LA 70803  
(225) 578-4494 (225) 578-4443 (fax)

Patrick Tuck, Executive Director,  
Louisiana 4-H Foundation  
104G Efferson Hall, 110 LSU Union Square  
Baton Rouge, LA 70803  
(225) 578-1172

Dr. Claudette Reichel, project director LaHouse  
2858 Gourrier Avenue  
Baton Rouge, LA 70820  
(225) 578-7913

## Regional Directors and Parishes of Responsibility

### Central Regional Director:

Allen, Avoyelles, Beauregard, Evangeline, Grant, LaSalle,  
Pointe Coupee, Rapides, St. Landry, Vernon

Dr. Boyd Padgett  
LSU AgCenter Central Region Office  
8208 Tom Bowman Dr.  
Alexandria, LA 71302  
(318) 427-4424 (318) 473-6503 (fax)  
Bpadgett@agcenter.lsu.edu  
Location: Dean Lee Research Station

### Northeast Regional Director:

Caldwell, Catahoula, Concordia, East Carroll, Franklin, Madison,  
Morehouse, Ouachita, Richland, Tensas, Union, West Carroll

Dr. Tara Smith  
LSU AgCenter Northeast Region Office  
212 Macon Ridge Road, Building B  
Winnsboro, LA 71295  
(318) 435-2908 (318) 435-2902 (fax)  
Tsmith@agcenter.lsu.edu  
Location: Scott Research/Extension & Education Center

### Northwest Regional Director:

Bienville, Bossier, Caddo, Claiborne, DeSoto, Jackson, Lincoln,  
Natchitoches, Red River, Sabine, and Webster

Patrick D. Colyer  
LSU AgCenter Northwest Region Office  
262 Research Station Dr.  
Bossier City, LA 71112  
PColyer@agcenter.lsu.edu  
(318) 741-7430 (318) 741-7433 (fax)  
Location: Red River Research Station

### Southeast Regional Director:

Ascension, East Baton Rouge, East Feliciana, Jefferson, Livingston,  
Orleans, Plaquemines, St. Bernard, St. Charles, St. Helena, St. James,  
St. John, St. Tammany, Tangipahoa, Washington, and West Feliciana

Dr. Regina Bracy  
LSU AgCenter Southeast Region Office  
21549 Old Covington Hwy.  
Hammond, LA 70403  
@agcenter.lsu.edu  
(985) 543-4129 (985) 543-4136 (fax)

### Southwest Regional Director:

Acadia, Assumption, Calcasieu, Cameron, Iberia, Iberville, Jeff Davis,  
Lafayette, Lafourche, St. Martin, St. Mary, Terrebonne, Vermilion and  
West Baton Rouge

Dr. Steve Linscombe  
LSU AgCenter Southwest Region Office  
1373 Caffery Rd.  
Rayne, LA 70578  
(337) 788-7547 (337) 788-7553 (fax)  
SLinscombe@agcenter.lsu.edu  
Location: Rice Research Station

## **Regional Coordinators and Parishes of Responsibility**

Both 4-H and FCS have regional coordinators that work closely with the agents in the parishes and the state office. FCS coordinators are also responsible for parish programming. 4-H coordinators do not have parish responsibilities.

### **Central Region Coordinators:**

Allen, Avoyelles, Beauregard, Evangeline, Grant, LaSalle,  
Pointe Coupee, Rapides, St. Landry, Vernon

FCS     Quincey Cheek  
          300 Grady Britt Drive  
          Alexandria, LA 71302  
          (318) 767-3966  
          qcheek@agcenter.lsu.edu

4-H     Tina Goebel  
          8208 Tom Bowman Drive  
          Alexandria, LA 71302  
          318-427-4424  
          Tgoebel@agcenter.lsu.edu  
          Location: Dean Lee Research Station

### **Northeast Regional Coordinators:**

Caldwell, Catahoula, Concordia, East Carroll, Franklin, Madison,  
Morehouse, Ouachita, Richland, Tensas, Union, West Carroll

FCS     Terri Crawford  
          LSU AgCenter Northeast Region Office  
          212 Macon Ridge Road, Building B  
          Winnsboro, LA 71295  
          (318) 435-2903  
          Tcrawford@agcenter.lsu.edu  
          Location: Scott Research/Extension & Education Center

4-H     Terri Crawford  
          (same as above)

### **Northwest Regional Coordinators:**

Bienville, Bossier, Caddo, Claiborne, DeSoto, Jackson, Lincoln,  
Natchitoches, Red River, Sabine, and Webster

FCS     Joan Almond  
          1202 Homer Road  
          Minden, LA 71055  
          (318) 371-1371  
          jalmond@agcenter.lsu.edu  
          Location: Webster Parish Extension Office

4-H     Karen Martin  
          LSU AgCenter Northwest Region Office  
          262 Research Station Dr.  
          Bossier City, LA 71112  
          (318) 741-7430 (318) 741-7433 (fax)  
          kmartin@agcenter.lsu.edu  
          Location: Red River Research Station

## **Regional Coordinators and Parishes of Responsibility – (contd.)**

**Southeast Regional Coordinator:** Ascension, East Baton Rouge, East Feliciana, Jefferson, Livingston, Orleans, Plaquemines, St. Bernard, St. Charles, St. Helena, St. James, St. John, St. Tammany, Tangipahoa, Washington, and West Feliciana

FCS Valerie Vincent  
LSU AgCenter Southeast Region Office  
21549 Old Covington Hwy.  
Hammond, LA 70403  
Vvincent@agcenter.lsu.edu  
(985) 543-4129  
Location: Hammond Research Station

4-H Renee Castro  
(Same as above)

**Southwest Regional Coordinators:** Acadia, Assumption, Calcasieu, Cameron, Iberia, Iberville, Jeff Davis, Lafayette, Lafourche, St. Martin, St. Mary, Terrebonne, Vermilion and West Baton Rouge

FCS Robin Landry  
119 Robin Street  
Napoleonville, LA 70390  
(985) 369-6386  
rlandry@agcenter.lsu.edu  
Location: Assumption Parish Extension Office

4-H Lanette Hebert  
LSU AgCenter Southwest Region Office  
1373 Caffery Rd.  
Rayne, LA 70578  
(337) 788-7547 (337) 788-7553 (fax)  
lhebert@agcenter.lsu.edu  
Location: Rice Research Station

# LVFC Bylaws & Policies

# **Louisiana Volunteers for Family and Community, Inc.**

## **Bylaws**

Amended April 15, 2015

### **Article I Name**

The name of this organization shall be Louisiana Volunteers for Family and Community, Inc. The term “Organization” or acronym LVFC when used hereinafter shall be defined to mean the Louisiana Volunteers for Family and Community, Inc.

### **Article II Objectives and Function**

#### **Section 1**

To furnish a statewide organization to further strengthen, develop, coordinate and extend adult education to improve the quality of living in Louisiana.

#### **Section 2**

To act as a coordinating group for statewide activities of parish LVFC Inc. organizations; to cooperate with the Louisiana Cooperative Extension Service of Louisiana State University Agricultural Center and the United States Department of Agriculture in the furtherance of their educational efforts.

#### **Section 3**

To provide opportunities for LVFC volunteers cooperating in **Nutrition** and **Food** Sciences and other educational programs to pool their judgement and experiences for the progressive improvements of home and community life.

#### **Section 4**

To act in an advisory capacity concerning parish, area, and club activities. Recommendations from volunteer clubs shall be through their parish organizations referred to the State Executive Board, and upon their consideration and approval, presented to the State delegates for action and or sponsoring.

#### **Section 5**

To function as a non-profit corporation as defined under Section 501(c) 3 of the Internal Revenue Code. The corporation shall not accrue to the benefit of any individual member.



## **Article III Membership**

### **Section 1**

The membership of the Louisiana Volunteers for Family and Community, Inc. shall be through affiliated parish organizations. There will be no at large members.

### **Section 2**

LVFC does not discriminate by sex, race, color, age, handicap, or national origin; nor does it accept for membership any parish organization which discriminates in its membership based on sex, race, color, age, handicap, or national origin.

### **Section 3**

- a) There will be one class of membership. Annual dues shall be \$10.00.
- b) The deadline for voting delegates for Conference will be determined by the paid membership as of November 30 of the previous year. Dues shall be accepted throughout the year.

### **Section 4**

Application for membership may be made by a parish organization composed of representatives of VFC/volunteer clubs organized in cooperation with the Louisiana Cooperative Extension Service and whose membership does not discriminate because of sex, race, color, age, handicap or national origin.

### **Section 5**

A parish organization applying for membership in the State Organization shall submit its application in writing to the State President for approval by State President and the State Executive Board. The application shall be accompanied by a copy of their constitution and/or bylaws and one year's dues. Upon receiving approval, their delegates can attend and vote at the next annual meeting.

- a) Requirements of VFC Parish organizations:
  - 1. Each club must consist of a minimum of four (4) members.
  - 2. Every member of the club must pay State Dues.Local dues are decided on the local club and parish level.

### **Section 6**

Any member parish organization failing to pay dues two years or more in succession to the State Organization shall submit its renewal application according to Article III, in Section 5.

### **Section 7**

Any elected or appointed state officer or chairman who, after election or appointment, resides in a parish which has no affiliation with the State Organization may complete the term of office with all rights and privileges.

## **Article IV**

### **Officers, Executive Board and Executive Committee**

#### **Section 1**

The elected officers of this Organization shall be: President, a President-elect (when applicable); a Vice-President for Program; a Vice-President for Public Policy; a Recording Secretary, a Treasurer; and a Director from each area. A Parliamentarian shall be appointed by the President.

#### **Section 2**

The terms of these offices shall be two years starting in 2009, except that of the President-elect, whose term shall be one year. Upon completion of the President's two year term, the President-elect shall assume the office of President, unless contrary special action is taken by the Executive Board. No officer shall be eligible to succeed him/herself, if he/she has served a full term, except the treasurer who may serve two consecutive terms.

In the event of public emergency or difficulty in obtaining a nominee for an office,\* the Executive Board, by unanimous consent, may ask the incumbent officer to remain in office until the emergency subsides and a successor is elected.

#### **Section 3**

The voting Executive Board shall consist of the elected officers, the immediate past President and the Area Directors. The appointed officers and the Educational Committee Chairmen are members without vote.

#### **Section 4**

An Executive Committee consisting of the President, President-elect, if applicable, Past President, Vice-President for Program, Vice-President for Public Policy, Recording Secretary and Treasurer shall be empowered to transact any Organization business that arises between annual meetings or in cases of emergency. Any transactions conducted by the Executive Committee must be ratified by the voting delegates at the next annual State meeting.

#### **Section 5**

Vacancies occurring among elected officers shall be filled by appointment by the remaining members of the Executive Board for the remainder of the unexpired term, with the exception of the President. When a vacancy occurs in the office of President, the Vice President for Program shall carry out the duties for the remainder of the term except in the year of President-Elect, who shall carry out the duties for the remainder of the term.

\*Roberts' Rules of Order under Article IV: Officers (Content of Bylaw Articles)

## **Article V**

### **Nominations and Elections**

#### **Section 1 - Nominations:**

The nominating committee shall consist of **five (5)** members, the immediate Past-President, who shall serve as chairman; one at large member appointed by the President; and one elected by each of the designated areas. Newly elected members shall be installed immediately but shall take office January 1, following the meeting at which they are elected.

a) The nominating committee shall submit one or more names for each elective office (exclusive of area directors and secretaries) to be filled that year. Nominations may also be made from the floor except for the office of President, which is filled by the President-Elect.

b) Any person nominated by the committee must have his/her qualifications reviewed by the committee previous to the nomination.

c) The person making a nomination from the floor must present the qualifications of the nominee.

d) If there is a nomination from the floor, qualifications of that nominee, and of the ones presented by the nominating committee for that office must be read to the assembly.

e) Any nominee for President-Elect must have been a parish President and previously served on the Executive Board as an elected officer or an appointed position of the Louisiana Volunteers for Family and Community, Inc.

f) Any other nominee, including Area Directors, must have previously served as a parish organization officer or VFC volunteer club President.

#### **Section 2 - Elections**

a) Election shall be a majority vote. In case of more than two nominations for one office, if no candidate received a majority of the votes cast, the two highest shall be voted on again. In case of a tie, the President is authorized to vote.

b) Elections shall be by voice vote, show of hand, show of delegate's card, or written ballot, and will be the President's decision unless a motion is made by a voting delegate.

c) The officers namely, President, Vice President for Programs, Vice President for Public Policy, Recording Secretary and Treasurer shall be elected in the second year of the President's term. The President-Elect shall be elected in the first year of the President's term. Newly elected officers shall be immediately installed but shall take office January 1, following the meeting at which they are elected.

d) The election of Area Directors from Areas **1 and 4** shall be in the odd years and Area Director from **Area 2** shall be in the even years. Newly elected officers shall be immediately installed but shall take office January 1, following the meeting at which they are elected.

Alphabetical rotation of parishes for Area Directors - Voting delegates at Area Meetings are the ones who select the Area Director from the designated parish on the rotation roster.

Area Secretary shall be appointed by the Area Director with approval of Area members at the Area Meeting.

## **Article VI**

### **Duties of Elected Officers**

All elected officers are required to attend all meetings called by the President.

#### **Section 1 - President**

The President shall preside at all meetings of the Organization, shall be a member ex-officio of all regular and special committees (except the nominating committee) and perform such other duties as pertain to the office. He/She shall be bonded by a qualified bonding company. This expense to be borne by the Organization so that in the event of the absence of the treasurer, he/she shall be authorized to sign Organization checks. *President must write letter stating name/names of person who will write checks for upcoming conventions.*

#### **Section 2 - Immediate Past-President**

The immediate Past-President shall be a member of the Executive Board **with vote** for two years following his/her term of office, do Key Leader, 25 and 50 year awards, serve on the state 4-H Board, serve as chairman of the nominating committee and Leadership Development Fund. In the event the immediate Past-President is unable to fulfill her duties, the Executive Board shall appoint a replacement.

#### **Section 3 - President-Elect**

The President-Elect shall serve **with vote** on the Executive Board and perform any duties assigned by the President.

#### **Section 4 - Vice-President for Program**

The Vice-President for Program shall perform the duties of the President in the event of disability or absence of the President; shall perform such duties as assigned by the President or Executive Board; shall serve as coordinator of the Educational Programs and shall compile a summary report of all educational reports for the annual meeting.

#### **Section 5 - Vice President for Public Policy**

The Vice President for Public Policy shall perform the duties of the President in the event of disability or absence of the President and Vice-President for Program; shall perform such duties as are assigned by the President or Executive Board; shall serve as coordinator for the Area Directors; compile area reports into a State report for the annual meeting; and shall coordinate the state leadership program, Louisiana Learning and Leading (LLL), and serve on the Louisiana Learning and Leading (LLL) Advisory Board.

## **Article VI (continued)**

### **Duties of Elected Officers**

#### **Section 6 - Recording Secretary**

The Recording Secretary shall transcribe the minutes of all regular and special meetings, read them at subsequent meetings upon request and send them to member organizations and the State Advisor within 45 days of the closing of the meeting. *A list of current officers and date of their election needs to be included in every set of organization's minutes. At close of each convention, the minutes shall contain **the names** of convention chairman, convention co-chairman, convention treasurer for the next year's convention.* He/She shall perform any other secretarial duties as assigned by the President and the Executive Board.

#### **Section 7 - Treasurer**

The Treasurer shall receive all money paid to the Organization and disburse it upon written order of the President. He/She shall account for transactions upon request of the President or of the Executive Board. He/She shall be bonded by a qualified bonding company, this expense to be borne by the Organization. He/She shall serve as chairman of the budget, finance, and credential committees.

#### **Section 8 - Area Directors**

Area Directors shall appoint their secretaries, shall collect and combine annual reports from their respective parish organizations to submit to the President, Vice-President for Programs, Vice-President for Public Policy, serve as chairman of the State Convention when it is held in her area and perform any duties assigned by the President.

Area Directors serve as area membership chairmen, and are members of the Executive Board with vote. If two area meetings are missed, a replacement shall be named.

#### **Section 9 - Area Secretaries**

Area Secretaries shall keep minutes of the area meetings and record all activities. Copies of the minutes, approved by the Area Director, shall be sent to the area Parish Presidents, the State President, the Vice-Presidents for Public Policy and Program and the State Advisor. Area Secretaries need to include names and positions for conventions in their meeting minutes. They are appointed by the Area Directors and are members of the Executive Board without vote. If two meetings are missed, a replacement shall be named.

## **Article VII**

### **Appointed Positions and Committees**

#### **Section 1 - Educational Committees and Chairmen**

- a) Committees necessary for the work of the Organization shall be designated and appointed by the President with the approval of the Executive Board.
- b) Each committee shall be composed of not less than three (3) nor more than five (5) members, unless the Executive Board approves a different number.

#### **Educational Committees**

##### **1) Environment**

The Environment Committee shall sponsor educational programs and projects to increase the knowledge of individual families and community efforts to the importance of establishing daily habits to preserve our environment through concerted efforts toward the quality of our water, air, land and natural resources with special concerns toward pollution and waste management.

##### **2) Family**

The Family Committee shall work with families, educators and public officials to improve child care nationwide in the home and the community.

##### **3) Literacy**

The Literacy Committee helps vulnerable adults, youth, and children achieve functional literacy, i.e. the ability to use reading, writing, and computational skill in everyday life situations, and fulfill their potential as viable contributing members of society.

##### **4) International**

The International Committee will disseminate material for International program planning.

##### **5) Leadership (LLL)**

The Leadership (LLL) committee will hold LLL classes and/or hours will be given through newly proposed three categories here listed: 1. Organizational Skills (Leadership and Volunteering), 2. Public Issues (Public Policy, Issue Analysis and Resolutions – Legislative Ideas), and 3. Communications (Teaching Techniques and Public Speaking) to train and certify members as leaders.

#### **Chairmen**

- |                         |                       |                        |
|-------------------------|-----------------------|------------------------|
| 1) Parliamentarian      | 5) Legislative Issues | 9) Certified Volunteer |
| 2) Marketing/Membership | 6) Scholarship        | Units (CVUs)           |
| 3) Editor               | 7) Bylaws             |                        |
| 4) Development Fund     | 8) Handbook           |                        |

#### **Section 2 - Educational Committees and Chairmen**

- a) The educational committee or chairmen shall submit an annual report to the Vice-President for Program who will present a summary report at the annual meeting.

b) The educational committee chairmen shall be members of the Executive Board without vote and shall attend all executive Board Meetings. Should the designated chairman be unable to attend the Executive Board and/or State Meetings, another committee member designated by the committee chairman may attend the Executive Board meetings and/or convention with the chairman's rights and privileges.

c) They shall participate in the work of the Organization as assigned or requested by the President or the Executive Board.

## **Article VIII Advisor**

LSU Extension Director will appoint an advisor to the Louisiana Volunteers for Family and Community, Inc. He/She is a member of the Executive Board without vote.

## **Article IX Meetings and Quorum**

**Section 1** - LVFC shall meet annually; the time and place to be decided by the Executive Board. Two-thirds of the member Parish Organizations present at the annual meeting shall constitute a quorum.

**Section 2** - The Executive Board shall hold one meeting immediately before the annual meeting and one other during the year. Special meetings by the Board may be called by the President or at the request of a majority of the elected officers. A quorum for the Board meeting shall consist of two-thirds of the elected officers.

## **Article X Voting Delegates to Annual State Meetings**

**Section 1** - Delegates to a state meeting shall be the following:

| <u>Number of Members</u> | <u>Number of Delegates</u>                        |
|--------------------------|---------------------------------------------------|
| 4-25 .....               | 2 delegates(includes President and 1 delegate)    |
| 26-50 .....              | 3 delegates(includes President and 2 delegate)    |
| 51-100 .....             | 4 delegates(includes President and 3 delegates)   |
| 101-150 .....            | 5 delegates(includes President and 4 delegates)   |
| 151-200 .....            | 6 delegates(includes President and 5 delegates)   |
| 201-250 .....            | 7 delegates(includes President and 6 delegates)   |
| 251-300 .....            | 8 delegates(includes President and 7 delegates)   |
| 301-350 .....            | 9 delegates(includes President and 8 delegates)   |
| 351-400 .....            | 10 delegates(includes President and 9 delegates)  |
| 401-450 .....            | 11 delegates(includes President and 10 delegates) |
| 451-500 .....            | 12 delegates(includes President and 11 delegates) |

**Section 2** - Only elected parish delegates and elected officers of the State Organization shall be entitled to vote at State Meetings.

## **Article XI**

### **Colors, Emblem, Flower**

**Section 1** – The colors of the Louisiana Volunteers for Family and Community, Inc. shall be purple and gold.

**Section 2** – The emblem shall be oval with a purple border and gold lettering: Volunteers for Family and Community. The center has an outline of the state in purple on a white background.

**Section 3** - The Organization flower shall be the same as the Louisiana State Flower, the magnolia.

## **Article XII**

### **Dues**

**Section 1** - Each club member must pay \$10.00 State dues. 50 cents is designated for the Leadership Development Fund.

**Section 2** - Deadline

The Treasurer and /or Membership Chairman will provide the Area Directors an official count of paid members and their corresponding number of delegates at the Spring board meeting.

## **Article XIII**

### **Finances**

**Section 1** - The Treasurer shall submit an up-to-date financial report at each annual meeting. He/She shall compile an annual report at the end of each of his/her term and furnish a copy to each officer, the Advisor and to each member Organization.

**Section 2** - Budget

A budget committee, appointed by the President, shall submit a budget at the annual meeting showing anticipated revenues and expenditures of the organization. The Treasurer shall be chairman of this committee.

**Section 3** - Expenses

a) All expenses of the President incurred in the pursuance of the duties of the office shall be paid upon receipt of an itemized bill. Expenses above budgeted allowance may be authorized by a majority vote of the Executive Board. State President's travel will be reimbursed at the previous allowed rate of 40 cents per mile effective January 1, 2015.

b) Expenses of other officers and members to attend Annual and Executive Board meetings at the request of the President or Executive Board shall not exceed the amount set up in the budget and shall be paid upon a receipt of an itemized bill.

c) Expenses of delegates authorized by the President to represent the Organization at meetings of interest to the LVFC, within the limits of the budget, shall be paid, **unless paid by another organization**. Delegate(s) must attend all sessions assigned by the President.

d) All expense vouchers with receipts and refund must be submitted to the President within two weeks after the meetings.

**Section 4** - The Louisiana Volunteers for Family and Community, Inc., shall in case of dissolution of the Organization assign all assets of the Organization to the Louisiana 4-H Foundation and / or the Scholarship Fund of Louisiana State University. This will be decided by majority vote at the meeting dissolving LVFC, Inc.



## **Article XIV**

### **Authority**

Rules contained in Robert's Rules of Order Revised, shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.

## **Article XV**

### **Amendments and Revisions**

**Section 1** - These by-laws may be amended and / or revised at any regular meeting by a vote of two-thirds of the ballots cast, provided notice of proposed amendments and / or revisions has been sent to voting delegates 30 days before the meeting.

**Section 2** - In case of an emergency, these Bylaws and / or Policies may be amended without thirty days notice by three fourth (3/4) of the voting delegates present at the annual meeting, providing the proposed amendments have been presented at an earlier business meeting during the conference.

**Section 3** - These Bylaws or any later revision shall become effective at the close of the annual meeting at which it is adopted.

**POLICIES**  
**Louisiana Volunteers for Family and Community, Inc.**  
(Revised and approved April 15, 2015)

**General**

1. Officers and Educational Chairmen are rotated and distributed among the three (3) Areas unless eligible and qualified LVFC / volunteers cannot be located in certain Areas to fill positions.
2. Officers and Chairmen are to keep their agent-advisors and the State Advisor informed on plans, recommended action and communications received from regional officers and chairmen. It is recommended that the advisor / consultant keep the parish VFC informed about activities that involve the Organization.
3. The President-Elect shall have the privilege of appointing his/her committees for approval by the Executive Board at the first winter board meeting for his/her term of office. This is according to the By-laws.
4. Considering the funds available, the Ellen Lenoir Scholarship committee will determine annually the number of scholarships to be awarded and the value of each scholarship.
5. The LVFC President shall appoint an internal audit committee to audit the Treasurer's books before the annual meeting in April.
6. The Treasurer shall be authorized to secure the services of a qualified tax accountant to prepare the IRS forms for LVFC, Inc.
7. The Executive Board shall give the Treasurer instructions in writing when decisions are made to move funds from one account to another, or from one bank to another.
8. At the beginning of each Executive Meeting and annual meeting, the President shall appoint a committee of three (3) from those members present to approve the minutes. Within two weeks, the Recording Secretary will mail the minutes to a member of the committee who will review the minutes and make needed corrections on a separate sheet of paper, attach them to the minutes and forward them to the next member of the committee. The last member of the committee reviewing the minutes will forward them and the corrections to the Recording Secretary for final typing.
9. LVFC, Inc. will award a \$50.00 check to the "Essay & Art" contest winner, if applicable.
10. Any parish wishing to change areas should make a formal written request to the Executive Board stating their specific rationale for the change. Each request will only be considered thirty (30) days prior to the first Executive Board meeting for the calendar year.
11. Registration for Convention, Over-view & Medical form will be published in the ***"Louisiana Bayou."***

### **Travel Expenses**

1. LVFC expense allowances, as of April, 2009, are:
  - Meals - actual expenses not to exceed \$8.00 for breakfast, \$12.00 for lunch and \$15.00 for dinner.
  - Lodging - actual expense not to exceed \$40.00 per night
2. The State President's mileage and President's business expenses will be reimbursed, and are to be reported to the Treasurer as checks and balances.
3. All bills must be submitted to the President for approval and signature and then sent to the Treasurer for payment. Receipts must be attached for all expenditures.
4. The President approves payment for only those items specifically named in the budget or those which have been approved by the President or Executive Board in advance.
5. For the annual State meeting, State Elected Officers, State Educational Chairmen, Area Directors and Area Secretaries are reimbursed for actual expenses for meals and lodging, not to exceed LVFC allowances for the specific amount budgeted for each chairman.
6. Area Secretaries attending the Executive Board and the State meetings are to be reimbursed for actual expenses not to exceed allowances.
7. State nominating committee members are reimbursed for actual expenses not to exceed LVFC allowances for one night's lodging, one breakfast, one lunch and one dinner.
8. Any member serving on any committee at the request of the President will be paid one meal, not to exceed LVFC allowance, provided prior permission is granted by the President.

### **Special Expenses or Funds**

1. LVFC will provide funding as allotted in the budget for continuing Leadership Development workshops. The purpose is to continue the training for the participants in the educational workshops. Participation would be limited to those parishes that belong to the State Organization unless non-member parishes pay their own expenses.

Leadership Development Funds are used to help educational chairmen attend leadership meetings which may be approved by the Executive Board. Funds for training incoming State officers and Educational Chairmen at the workshop in the designated places will come from the Leadership Development Fund.

Organization members are encouraged to contribute, according to Form 20, to increase the scope of the Leadership Development Fund and to provide speakers for meetings, radio and television programs, visual and promotional materials.

2. The Family Committee chairman is responsible for the plaque, tickets, corsage, and / or boutonniere for the Great Louisiana Family. This will be paid out of the State Convention Registration fund. The Banquet chairman will contact the Family Committee Chairman about this duty for the convention.

3. The Literacy Chairman will purchase plaques, not to exceed \$25.00 each, to present to the State Feature Article, Article of Interest and Poetry winners. This will be paid out of the State Convention Registration fund. The Awards Luncheon Chairman will contact the Literacy chairman about this duty for the convention.
4. Money collected for special purposes may be paid to the treasurer throughout the year.
5. The treasurer shall purchase a Past President's pin and gift for presentation at the close of the State meeting.
6. Give a donation to the 4-H Foundation Board in the amount of \$500.00 annually.

### **Annual Meetings**

1. Annual state meetings are scheduled on a rotating basis as follows, beginning with the year 2011:

|      |        |
|------|--------|
| 2016 | Area 4 |
| 2017 | Area 2 |
| 2018 | Area 1 |

2. Annual meetings will be held in the month of April beginning in 2006.
3. Annual meetings are to be held in various locations around the State upon invitation. The place selected should guarantee sufficient space to take care of the participants.
4. The annual state meeting is a business meeting with the Executive Board members, parish voting delegates and State Educational Chairmen attending to receive registration priority. Registration will be open to the general membership on a first come, first serve basis according to available space. Cut off date for registration is one (1) month prior to the convention.
5. The registration fee for the annual State meeting is set by the Executive Board. Everyone pays this fee with the following exceptions:
  - Members for 50 or more years and special guests invited by the President.
  - Cut off date for refunds is two (2) weeks prior to opening of convention.
6. Pre-convention money for expenses is allotted in the budget and must be requested in writing by the convention chairman. State meeting registration chairman shall open a special checking account to pay bills related to the State annual meeting only. He / She shall itemize all receipts and all expenses on a special expense form provided by the State Treasurer. Any leftover money from the convention shall be forwarded to the State Treasurer with the financial statement. He / She shall be bonded with the expenses borne by the State Organization.
7. A late registration fee is charged to everyone pre-registering for the annual State meeting if postmarked after the deadline date. The amount of this fee is set by the Executive Board.
8. No refunds shall be made on tickets sold for functions at the annual meeting. However, tickets may be transferred.

9. All twenty-five, fifty and seventy-five-year members receive “year” pins at annual convention. The registration fee for fifty-year members will be waived. The parish organization and / or the individual will be responsible for the meal ticket, transportation, room, and any other expenses incurred.
10. Certificates for all 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 and over 50-year members and Key Leader Awards will be distributed at the State Convention to Organization Presidents to be distributed to honorees. Over 50-year members will receive a **certificate every year** thereafter.
11. At the annual meeting, a corsage or boutonniere is furnished for the President, State Advisor, and any invited speaker. These are purchased by the Hospitality Committee and paid for by the Registration Chairman.
12. Representatives of non-member organizations attending the annual State meeting at the invitation of the State President pay the same registration and late fees as representatives of member organizations.
13. Other non-LVFC members (guests) attending will pay no registration fees.

## LVFC Area Directors Duties

### Area Directors:

Are voting delegates at all LVFC Executive Board meetings and state conferences. If two (2) consecutive meetings are missed, a replacement shall be named.

- Appoint their secretaries.
- Preside over Area meetings.
- Coordinate the Area meetings with the secretary's assistance. (Area days, Area meetings, conference planning meetings, etc.)
- Fill out the Area Director report, Form 16. The information for this report is collected and combined from the Area Parish Presidents' reports that are sent to the Area Directors.
- Mail copies of the Area Director report to the State President, Vice President for Programs, Vice President for Public Policy, and the LCES contact for LVFC.
- Assist the President as requested.
- Area Directors are considered the Area's Membership Chairman.
- Will be **reimbursed for travels** to Area Parishes once during term of office according to money allotted in the state budget.
- Will be reimbursed for state meetings (meals, and lodging) according to the budget.
- Will be reimbursed for postage for Area correspondence according to money allotted in the state budget.
- Area Directors from Areas 1 & 4 will be elected in odd years and Area Directors from Areas 2 will be elected in even years, and will serve a two year term.
- Will serve as chairman of the State conference when held in their area.
- *Names of convention chairman, convention co-chairman and convention treasurer for the next year's convention shall be recorded in state minutes.*

\*\*Source of information:

Bylaws and Policies Article VI,  
Duties of Elected Officers  
Section 8 - page 53  
Travel Expenses, Form 24, page 142

## **LVFC Area Secretaries Duties**

### **Area Secretaries:**

- Are appointed by the Area Director.
- Shall serve as Area Director in their absence at the Area functions, LVFC Board meetings and State conferences.
- Do not vote at Executive Board meetings and State conferences unless they are representing the Area Director, then, they have the Area Director's rights and privileges.
- Keep minutes and records of Area meetings and activities.
- Mail or email copies of minutes approved by the Area Director to:
  - Area Parish Presidents
  - State President
  - Vice-President for Program
  - Vice-President for Public Policy
  - State LCES contact
- Shall be reimbursed for actual expenses, meals and lodging, not to exceed LVFC budgeted allowance for attending Executive Board meetings and State conferences.
- Do not receive postage allowances. (If the Secretary mails the minutes, etc. for the Area Director, she is filling some of the Area Director's responsibilities and would be eligible for reimbursement. To be reimbursed, an LVFC expense voucher must be filled out and mailed to the President.)
- Shall not miss two consecutive Area meetings or a replacement will be named.

### **\*\*Source of information:**

Bylaws and Policies  
Article VI - Duties of Elected Officers  
Section 8 & 9 - page 53  
Travel Expenses - Form 24 - page 142

**State Convention Committee Responsibilities**  
**Louisiana Volunteers for Family and Community, Inc.**

Revised April 2015

This is a list of the general responsibilities of selected committees. Committees may be added as needed.

All committee reports should be presented in written form. Bring copies for the Convention Chairman, Co-Chairman and Secretary.

**General Chairman Duties:**

- ✓ The chairman or co-chairman will make all arrangements with the hotel for all aspects of meetings.
- ✓ Coordinate hotel registration procedure; works with state officers, educational chairmen, state advisor and all annual meeting committees and the hotel to arrange menus, room arrangements, equipment needed, etc.
- ✓ Suggest local people to participate on the conference program, (welcome, invocation, presentation of colors, etc.) and contact them or provide their names and addresses for the President to make these contacts.
- ✓ Maintain contact with all annual meeting committees in order to report detailed plans and arrangements for all phases of the annual meeting at the Spring Board meeting if necessary to complete arrangements.
- ✓ Make a final report at the April Executive Board meeting.

**Registration Committee Duties:**

- ✓ Handles all registration.
- ✓ Collects all monies and notifies appropriate committees and people of the number registered.
- ✓ Collects a late registration fee charged to everyone pre-registering for the annual State meeting, if postmarked after the deadline date. The amount of this fee is set by the Executive Board.
- ✓ No refunds shall be made on tickets sold for functions at the annual meeting, however, tickets may be transferred.
- ✓ Prints tickets for all ticketed functions.
- ✓ Designs and prints (computer, typed, or handwritten) all name tags for conference attendees.



**Registration Committee (continued):**

- ✓ Prepares and distributes registration packets.
- ✓ Keeps accurate records and works closely with the Conference Treasurer.
- ✓ Works closely with Credentials committee.
- ✓ Prepares an Attendance Report at state meeting (forms are provided).  
(State Treasurer needs the attendance numbers for credentials.)
- ✓ Works with the Convention General Chairman to make the arrangements for facilities needed in the hotel for registration, storing materials, etc.

**Hospitality Committee Duties:**

- ✓ Offers opportunities to make the members and guests feel welcome. Should be "on duty" when registration is open.
- ✓ One member should be available for assistance at the head table for all functions. The President should be aware of this person.
- ✓ Arrangement for flowers for the convention meetings as approved by the Executive Board will be this committee's responsibility UNLESS other committees request this duty.
- ✓ Plan to have the "Hospitality Room" open at different times throughout the meeting.
- ✓ Committee members should be easy to identify.
- ✓ Committee members should be familiar with the hotel, location of restrooms, meeting rooms, restaurants, etc.
- ✓ Ditty Bags may be responsibility of this committee or a separate committee established for this purpose. Generally all items are donated. Each member registering receives a Ditty Bag at the time of registration. (Ditty bags may be deleted.)

**Marketing Committee Duties:**

- ✓ Arranges for local and statewide publicity before, during and after the state meeting.
- ✓ Includes a press release in the registration packet or makes arrangements for one to be distributed to everyone attending the convention.
- ✓ Contacts radio, television and newspapers in the hostess city / area and arranges a schedule for publicity, radio and television appearances, etc. during the meeting.  
Someone from this committee should make the arrangements for the media and state guests to make contact.

- ✓ Contacts the local Tourist Bureau.
- ✓ If possible, have someone take pictures of the award winners, new officers, etc. during or after the presentations, installations, etc.

#### **First Timers Event Committee Duties (Monday):**

- ✓ Plans a special activity to be held during state convention to honor those members who are attending their first state convention.
- ✓ Arranges for a simple snack (if necessary, depending on the time of day), favors, an entertaining ceremony, a place, etc.
- ✓ Invites the State President, Past State Presidents and all other Executive State Officers to attend. This gives the First Timers the opportunity to get to know the State Officers better.
- ✓ Cost of supplies, etc. comes out of the Convention Registration Fee.

#### **Fun Night Committee Duties: (held on Monday evening)**

The criteria for this committee are:

- ✓ It generally involves a meal, (but does not have to) and the committee has all the function responsibilities - menus, entertainment, tickets, decorations, etc.
- ✓ If travel is involved, this committee takes care of all of the arrangements for this - bus, train, caravan by car, and a hostess is provided for the travel arrangements.
- ✓ All expenses must be included in the cost of the ticket.

#### **LLL Breakfast: (held on Tuesday morning)**

- ✓ The committee is chaired by the LVFC Vice-President for Public Policy and all arrangements (place, meal, speaker, etc.) are handled by this LVFC Officer.
- ✓ The Spirit of LLL is awarded at the Breakfast.

#### **Awards Luncheon and Memorial (held Tuesday noon)**

- ✓ Organizes all plans and arrangements: theme, decorations, menu, entertainment, programs, etc.
- ✓ Works with General Chairman to make hotel plans and arrangements.

- ✓ Works with State President, State Advisor and other luncheon and/or memorial program participants to plan program and coordinate arrangements to meet their requirements such as head table seating, installation service, etc.
- ✓ Prints and distributes copies of luncheon programs.
- ✓ Collects tickets at the door.
- ✓ Price of the luncheon must be sufficient to cover meal including the tax, gratuity, decorations, programs, entertainment and all other function expenses except guests who have been designated to receive complementary tickets by the State President. (These tickets are paid out of the registration fees.)
- ✓ Awards presented at luncheon are 50-Year members, Key Leaders, Heart of VFC and acknowledge Spirit of LLL winner, CVU Awards, Feature Article, Article of Interest and Poetry Awards, and Membership Award.
- ✓ The Literacy Chairman will purchase plaques, not to exceed \$25.00 each, to present to the State Feature Article, Article of Interest and Poetry winners. This will be paid out of the State convention registration funds. The Awards Luncheon Chairman will contact the Literacy chairman about this duty for the Convention.

**Memorial Service Committee Duties:**

- ✓ Organizes all plans and arrangements, flowers, candles, program, music, prints programs, etc. for the service and coordinates the service with the Luncheon chairman.

**Banquet Committee Duties: (held on Tuesday night)**

- ✓ Organizes all plans and arrangements: theme, decorations, menu, entertainment, programs, etc.
- ✓ Works with General Chairman to make hotel plans and arrangements.
- ✓ Works with State President, State Advisor and other banquet participants to plan program and coordinate arrangements to meet their requirements such as head table seating, installation service, etc.
- ✓ Prints and distributes copies of banquet programs.
- ✓ Collects tickets at the door.
- ✓ Price of the banquet must be sufficient to cover meal including the tax, gratuity, decorations, programs, entertainment and all other function expenses except guests who have been designated to receive complementary tickets by the State President. (These tickets are paid out of the registration fees.)

- ✓ Great Louisiana Family Award is presented at the Banquet. The winner gets 2 complimentary meal tickets and is responsible for other family members attending.
- ✓ The Family Committee chairman is responsible for the plaque, tickets, corsage, and / or boutonniere for the Great Louisiana Family. This will be paid out of the State convention Registration fund. The Banquet chairman will contact the Family Committee Chairman about this duty for the Convention.

**Installation Committee Duties:**

- ✓ Plans a ceremony and makes all arrangements for installing officers and Area directors at the banquet. It has been suggested 15-25 minutes should be the length. (Note that Area secretaries and Educational chairs are not installed, but are recognized at this time.)
- ✓ Installations will be held in the second year of the President's two year term.
- ✓ Lets everyone involved in the installation know where they are to sit and if possible the type of "ceremony" for installing the incoming officers.
- ✓ Works with the Banquet Chairman and the General Chairman on room arrangements and facilities needed for the installation.

**Recognition Breakfast Committee Duties: (held on Wednesday morning)**

- ✓ Organizes all plans and arrangements: theme, decorations, menu, entertainment, programs, etc.
- ✓ Works with the State President, Vice President for Program and other Awards Breakfast program participants to plan programs and coordinate arrangements to meet requirements (head table seating, etc.).
- ✓ Prints and distributes copies of Recognition Breakfast programs.
- ✓ Collects tickets at the door.
- ✓ Price of the breakfast must be sufficient to cover meal including the tax, gratuity, decorations, programs, entertainment and all other function expenses except guests who have been designated to receive complementary tickets by the State President. (These tickets are paid out of the registration fees.)
- ✓ Awards given each year are CVU Awards, Feature Article, Article of Interest and Poetry Awards, and Membership Awards.
- ✓ The Literacy Chairman will purchase plaques, not to exceed \$25.00 each, to present to the State Feature Article, Article of Interest and Poetry winners. This will be paid out of the State convention registration funds. The Recognition Breakfast Chairman will contact the Literacy chairman about this duty for the Convention.

### Food Functions at State Convention

Committees that have food served at their function should coordinate the menus. This **eliminates** the problem of having the **same foods** served on the **same day** at different functions.

All committee chairmen must complete a Parish Expense Form for LVFC Convention (FORM 22) when incurring expenses directly relating to the State Convention.

# Scholarships

## **Louisiana Volunteers for Family and Community**

### **Scholarships**

The Louisiana Volunteers for Family and Community, Inc. sponsors two scholarships which are available to outstanding individuals pursuing a graduate degree in Agriculture or Family and Consumer Sciences/Human Ecology (Home Economics), or an undergraduate degree in **Family and Consumer Sciences**/Human Ecology (Home Economics). The scholarship recipients are selected by a State Scholarship Committee of VFC members. Applications are **due March 15** of each year to the chairman of the State Scholarship Committee: Gail Haynes, LVFC Scholarship Chairman, 138 Tidwell Road, West Monroe, LA 71292-1997. Her phone number is (318) 322-6531. Her email is j9ghaynes@hotmail.com

**Ellen Lenoir Scholarship** - One or more scholarships will be awarded with the number determined by the year's budget. Applicant must be a Louisiana resident who is doing full time graduate work in Agriculture or Family and Consumer Sciences/Human Ecology (Home Economics). Applicants are evaluated on: scholastic achievement, financial assistance needed, evidence of successful work, and plans for the future.

**Nan Tarwater Davis Scholarship** - One or more scholarships will be awarded with the number determined by the year's budget. An applicant for this scholarship must be a full time student classified as a Junior or Senior majoring in Family and Consumer Sciences/Human Ecology (Home Economics) in any accredited college in any state. The applicant must have graduated from a High school in Louisiana or have lived in Louisiana as a non-college student for a minimum of three years. Preference is given to former 4-H members, applicants from West Carroll, Grant, Allen, Beauregard, Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, Morehouse, Natchitoches, Ouachita, Rapides, Red River, Richland, Sabine, Tensas, Union, Vernon, Webster, and Winn, and those who have demonstrated leadership skills and interest in community affairs.

Family and friends of Nan Tarwater Davis established this scholarship to honor her memory. Nan Tarwater Davis was a dedicated and devoted Extension Home Economist who served in Grant Parish and in the state office as district agent for the old "Northwest District."

**Louisiana Volunteers for Family and Community, Inc.**  
**Ellen Lenoir Scholarship Application**  
**Application Deadline – MARCH 15**

| College Address | Number & Street | City | State, Zip | Phone |
|-----------------|-----------------|------|------------|-------|
|                 |                 |      |            |       |

2. High School Graduated From:
- |             |      |       |
|-------------|------|-------|
| School Name | Town | State |
|-------------|------|-------|

4. In what field of Family & Consumer Sciences or Agriculture are you doing graduate work?

- |  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

- | Name | Address | Type of Work | Date of Service |
|------|---------|--------------|-----------------|
|      |         |              |                 |
|      |         |              |                 |



7. Honors Received:  
Scholastic: \_\_\_\_\_  
\_\_\_\_\_  
Professional: \_\_\_\_\_  
\_\_\_\_\_
8. Give a brief statement of your professional aims and goals:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Briefly describe how your graduate study is or will be financed:  
\_\_\_\_\_  
\_\_\_\_\_
10. Will you be a full time graduate student? \_\_\_\_\_
11. Will you be employed while doing your graduate work? \_\_\_\_\_ Approximate number of hours you will work per week \_\_\_\_\_ Approximate monthly income (employment, graduate assistantship, grants, etc.) \_\_\_\_\_
12. Submit two faculty recommendations (These may be attached to this form or mailed directly to the scholarship chairman at the address below.)
13. Attach transcripts of all graduate and undergraduate work (these will be returned to applicants.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

One or more scholarships (\$500 approximately, depending upon available funds) will be offered annually by the Louisiana VFC to a Louisiana resident doing full time graduate work in Family and Consumer Sciences/Human Ecology (Home Economics) or Agriculture.

Mail applications to: Gail Haynes, LVFC Scholarship Chairman, 138 Tidwell Road, West Monroe, LA 71292-1997. Her phone number is (318) 322-6531. Her email is [j9ghaynes@yahoo.com](mailto:j9ghaynes@yahoo.com)

**Louisiana Volunteers for Family and Community, Inc. FORM 2**  
**Nan Tarwater Davis Memorial Scholarship**

**Application Deadline –MARCH 15**

(Attach additional pages if needed)

Name \_\_\_\_\_ Male \_\_\_\_\_  
Last First Middle Female \_\_\_\_\_

Permanent Home Address \_\_\_\_\_  
Number & Street City State, Zip Phone

College Address \_\_\_\_\_  
Number & Street City State, Zip Phone

1. Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_

2. Single \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ No. of children \_\_\_\_\_

3. High School Graduated from: \_\_\_\_\_  
School Name Town State

4. If you graduated from a high school in a state other than Louisiana, you need to show that you lived in Louisiana as a non-college student for a minimum of three years. Attach a separate statement showing months and years regarding moving to Louisiana, employment and attending school.

5. Family & Consumer Sciences major \_\_\_\_\_ minor \_\_\_\_\_

College attending \_\_\_\_\_

No. hours earned toward degree \_\_\_\_\_ No. hours needed to earn degree \_\_\_\_\_

Classification as of Fall \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_  
(Year)

Will you be a full time student: Fall \_\_\_\_\_? \_\_\_\_\_ Spring \_\_\_\_\_?  
(Year) (Year)

6. Other colleges attended:

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7. Employers to date: (if any)

Name

Address

Type of Work

Dates Employed

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8. Describe present and past activities in church, community and other extra curricula activities: (also show offices held, honors, received, etc.)

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9. Briefly state your professional aims and goals: \_\_\_\_\_

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10. Briefly describe how your college work is financed: \_\_\_\_\_

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11. Will you be employed while attending college? \_\_\_\_\_ Approximate number of hours you will work per week \_\_\_\_\_ approximate monthly income you will earn or receive from grants or scholarships \_\_\_\_\_ approximate monthly income from parents, spouse, or other similar source \_\_\_\_\_

12. Were you a 4-H member? \_\_\_\_\_ Number years in 4-H in high school \_\_\_\_\_  
Number years in 4-H in elementary school \_\_\_\_\_

13. Parish (or county and state) where you were a 4-H member \_\_\_\_\_

14. Submit two faculty recommendations (these may be attached to this form or mailed directly to the scholarship chairman at the address below).

15. Submit official transcripts of all college work (attach or mail directly to the scholarship chairman)

16. If you were a 4-H Club member, submit a letter from the parish (or county) Extension Agent certifying your 4-H membership. (Attach or mail directly to the scholarship chairman.)

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

Present mailing address: \_\_\_\_\_

**At least one scholarship valued at approximately \$400, depending on the budget, will be offered each year.**

Applications should be sent to the chairman of the LVFC Scholarship Committee by **March 15**. The chairman is Gail Haynes, LVFC Scholarship Chairman, 138 Tidwell Road, West Monroe, LA 71292-1997. Her phone number is (318) 322-6531. Her email is [j9ghaynes@yahoo.com](mailto:j9ghaynes@yahoo.com)

## LVFC AREA COLLEGE SCHOLARSHIP APPLICATION

**Due MARCH 15 each year**

Applicant must attend an accredited Louisiana College/University.

Scholarship funds shall be available each year.

One scholarship in the amount of \$300.00 **per Area** shall be awarded.

Please make all members aware of this opportunity for themselves, their children and grandchildren.

Copies may be made of this packet.

**Mail application to your PARISH PRESIDENT.** Parish President will forward it to the AREA DIRECTOR:

Area 1 Mary Hennegan, 1721 Robin St., Marrero, LA. 70072-5136, 504/347-2772

Area 2 Linda Loupe, 8784 Hwy. 1, Lockport, LA 70374-9708, (985)532-0013

Area 4 Judy Broussard, 804 S. John M. Hardy Dr., Abbeville, LA 70510-7140, (337) 893-4857

AREA DIRECTORS select an unbiased committee to judge the applications, select winners and send the **winner's name and application** to the Scholarship Chairman.

For further information call the Scholarship Chairman:

Gail Haynes, LVFC Scholarship Chairman, 138 Tidwell Road, West Monroe, LA 71292-1997.

Her phone number is (318) 322-6531. Her email is [j9ghaynes@yahoo.com](mailto:j9ghaynes@yahoo.com)

**LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.**  
**LVFC AREA COLLEGE SCHOLARSHIP-Due March 15**  
**PLEASE PRINT OR TYPE**

APPLICANT DATA

Mr. \_\_\_\_\_  
 Ms. \_\_\_\_\_ Name (Last) (First) (Middle) Social Security Number  
 Mrs. \_\_\_\_\_  
 \_\_\_\_\_ Permanent Address (Street) (City) (State) (Zip)  
 \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Date of birth (month, day, year) Telephone Number Email

Name of parent/guardian  
 if different from applicant \_\_\_\_\_

Permanent address of parent/  
 Guardian if different from applicant \_\_\_\_\_  
 \_\_\_\_\_ (Street) (City) (State) (Zip)  
 \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Telephone Number Email

Relationship to & name of VFC member/sponsor \_\_\_\_\_

SCHOOL DATA

High School Attended \_\_\_\_\_ Graduation Date: Mo \_\_\_\_\_ Yr. \_\_\_\_\_

Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 (Street) (City) (State) (Zip) Telephone Number

Name of High School Principal \_\_\_\_\_

Name of Louisiana accredited college or university for which applicant's scholarship is requested:

\_\_\_\_\_  
 Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Student will: (Circle one) Live on campus Live off campus Commute

Anticipated date of graduation from post-secondary program \_\_\_\_\_  
 (Month) (Year)

Proof of enrollment – Attach copy of paid tuition.

Major field of study applicant plans to pursue \_\_\_\_\_

In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information will result in termination of any scholarship granted.

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date

**LVFC AREA COLLEGE SCHOLARSHIP - continued**  
**PERSONAL DATA**

**WORK EXPERIENCE**

Describe your work experience during the past 4 years. Indicate dates of employment in each job and approximate number of hours worked each week.

| Position | Dates from (mo./yr.) | Dates to (mo./yr.) | Hours per week |
|----------|----------------------|--------------------|----------------|
|          |                      |                    |                |
|          |                      |                    |                |
|          |                      |                    |                |
|          |                      |                    |                |

**SCHOOL ACTIVITIES**

List all school activities you have participated in during the past 4 years (student government, music, sports, etc.) Indicate all special awards/honors.

| Activity | Years Participated | Special Awards/Honors |
|----------|--------------------|-----------------------|
|          |                    |                       |
|          |                    |                       |
|          |                    |                       |
|          |                    |                       |

**COMMUNITY ACTIVITIES**

List all community activities you participated in without pay during the past 4 years (Red Cross, Church, Volunteer) Indicate all special awards/honors.

NOTE: A LETTER OF RECOMMENDATION FROM A COMMUNITY OR SERVICE ORGANIZATION IS REQUIRED AS PART OF THIS APPLICATION.

| Activity | Years Participated | Special Honors/Awards |
|----------|--------------------|-----------------------|
|          |                    |                       |
|          |                    |                       |
|          |                    |                       |

State your plans relating to your educational/career objectives and future goals.

Please report any unusual family/personal circumstances you feel warrant attention.

LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.  
LVFC AREA COLLEGE SCHOLARSHIP  
**COUNSELOR/ADVISOR EVALUATION/INFORMATION FORM**  
(To be completed by a high school/college counselor/advisor)

APPLICANT APPRAISAL (Circle the response that best suits the applicant.)

|                                                                                              |                          |                     |                           |               |
|----------------------------------------------------------------------------------------------|--------------------------|---------------------|---------------------------|---------------|
| Applicant's choice of a post<br>Secondary education program is                               | Extremely<br>appropriate | Very<br>appropriate | Moderately<br>Appropriate | Inappropriate |
| Applicant's achievements reflect<br>his/her ability                                          | Extremely<br>Well        | Very<br>Well        | Moderately<br>Well        | Not Well      |
| Applicant's ability to set realistic<br>and attainable goals is                              | Excellent                | Good                | Fair                      | Poor          |
| Applicant is able to seek, find and<br>use learning resources                                | Extremely<br>Well        | Very<br>Well        | Moderately<br>Well        | Not well      |
| Applicant demonstrates curiosity<br>and initiative                                           | Extremely<br>Well        | Very<br>Well        | Moderately<br>Well        | Not well      |
| Applicant demonstrates good<br>problem-solving skills, follow<br>through and completes tasks | Extremely<br>Well        | Very<br>Well        | Moderately<br>Well        | Not well      |
| Applicant's respect for self and<br>others is                                                | Excellent                | Good                | Fair                      | Poor          |

Comments: \_\_\_\_\_

TRANSCRIPT INFORMATION

Please attach a copy of applicant's high school or college transcript of grades and a copy of applicant's ACT/SAT scores and complete the following section:

Applicant ranks \_\_\_\_\_ in a class of \_\_\_\_\_ Cumulative grade point average \_\_\_\_\_ (4.0 scale)  
PSAT VERBAL \_\_\_\_\_ Math \_\_\_\_\_ SAT VERBAL \_\_\_\_\_ Math \_\_\_\_\_  
ACT Percentiles English \_\_\_\_\_ Math \_\_\_\_\_

OTHER AWARDS

Please list below the name and amount of grants or scholarships that applicant has been awarded for the coming year.

| Name of Award | Amount | Granted | Pending |
|---------------|--------|---------|---------|
| _____         | _____  | _____   | _____   |
| _____         | _____  | _____   | _____   |
| _____         | _____  | _____   | _____   |

Counselor/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Return by **March 15<sup>th</sup>**.

## LVFC FIRST TIMER SCHOLARSHIP APPLICATION

**Due FEBRUARY 15 each year**

One scholarship in the amount of \$100.00 **per Area** shall be awarded to an LVFC member attending the annual state convention for the first time.

All Applicants must be currently enrolled as an active dues paying LVFC member.

Copies may be made of this form.

This form must be completed and **mailed by January 31** of each year **to your PARISH PRESIDENT.** Parish President will mail application to your AREA DIRECTOR:

Area 1 Mary Hennegan, 1721 Robin St., Marrero, LA. 70072-5136, 504/347-2772

Area 2 Linda Loupe, 8784 Hwy. 1, Lockport, LA 70374-9708, (985)532-0013

Area 4 Judy Broussard, 804 S. John M. Hardy Dr., Abbeville, LA 70510-7140, (337) 893-4857

AREA DIRECTORS select an unbiased committee to judge the applications, select winners and send the **winner's name and application** to the Scholarship Chairman.

For further information call: (318) 322-6531.

Gail Haynes, LVFC Scholarship Chairman  
j9ghaynes@yahoo.com



**LVFC SCHOLARSHIP AWARD**  
**(First Timer to State LVFC Convention)**

**FORM 4**

NOTE: All applicants must be currently enrolled as an active, dues paying LVFC member. One scholarship in the amount of \$100.00 **per Area** shall be awarded to an LVFC member attending the annual state LVFC convention for the first time.

This form must be completed and **mailed by FEBRUARY 28** of each year **to your Parish President.** The Parish President will mail the winner's name & form to the Area Director by **MARCH 12.**

Area 1 Mary Hennegan, 1721 Robin St., Marrero, LA. 70072-5136, 504/347-2772

Area 2 Linda Loupe, 8784 Hwy. 1, Lockport, LA 70374-9708, (985)532-0013

Area 4 Judy Broussard, 804 S. John M. Hardy Dr., Abbeville, LA 70510-7140, (337) 893-4857

**Biographical Information**

Name \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Parish \_\_\_\_\_ Area \_\_\_\_\_

**I. VFC Activity**

Number of years in VFC \_\_\_\_\_  
Office

Offices held in VFC (Local or Parish):  
Local or Parish

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Educational Chairman or Project Leader

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Participation in VFC Activity and Service on Committees

Local Activity

Local Committee

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LVFC Scholarship (First Timer to LVFC State Convention) - contd.

Participation in LVFC Activity and Service on Committees - contd.

Parish Activity

Parish Committee

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Area Activity

Area Committee

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---

II. Other Activities  
Community Activity and

Committee

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Leadership

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Networking: Other organizations, non-members, policy makers, youth and marketing LVFC.

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III. Briefly tell why you enrolled as an LVFC member, benefits you received from being a member, and what educational programs you would like to see in the future.

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LVFC MINI GRANT APPLICATION  
**Due MARCH 15 of each year**

Sixteen (16) mini grants in the amount of \$100.00 each shall be awarded annually to LVFC parishes applying according to guidelines, one per parish.

Please make all members aware of this opportunity to improve their communities.

Please try to contact companies or organizations and encourage them to participate by donating matching funds.

Copies may be made of this packet.

Mail applications to the Scholarship Chairman:

Gail Haynes,  
LVFC Scholarship Chairman  
138 Tidwell Road  
West Monroe, LA 71292-1997.

For further information, call: (318) 322-6531  
or email: [j9ghaynes@yahoo.com](mailto:j9ghaynes@yahoo.com)

LVFC APPLICATION FOR PARISH MINI GRANT

**FORM 5**

I. Name of Project

\_\_\_\_\_

II. Applicant Information

Parish \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Parish President \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

III. Source of Matching Funds

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

IV. Estimated number of people impacted by the project \_\_\_\_\_

**LVFC PARISH MINI GRANT APPLICATION - contd.**

**FORM 5**

V. Project starting date \_\_\_\_\_

Project completion date \_\_\_\_\_

Project ongoing \_\_\_\_\_

VI. Project information

- \* A summary of your project in 50 words or less.
- \* Why is it needed?
- \* What are the objectives?
- \* How will the objectives be achieved?
- \* How will it benefit education or the quality of life?
- \* How will you evaluate the project?

(A final report is requested - see report form.)

VII. Make an itemized budget for the project including secured matching funds.

Eligible programs include those designed to enhance the quality of family life in communities, protect the environment, mentoring programs, literacy and self-improvement workshops.

\*Approach: All proposals must demonstrate working hard toward a solution to the identified need or issue.

\*Objectives: All goals must be clearly defined and realistic.

\*Benefits: Should be fully outlined, highlighting the desired results and must demonstrate public interest with lasting benefits.

\*Participation: Partnerships are encouraged. Proposals should detail how the community is locally involved.

\*Results must be measurable. Determine whether the desired results have been achieved. You may wish to send pictures or news articles with the final report form.

Mail completed form, project summary and itemized budget to the LVFC Scholarship Chairman

By **MARCH 15:**

Gail Haynes, LVFC Scholarship Chairman  
138 Tidwell Road  
West Monroe, LA 71292-1997.

## LVFC COMMUNITY PARTNERSHIP MINI GRANT

**FORM 6**

Please note: In order to be eligible to apply for a grant you must complete this report even if the project is ongoing. This form is due six (6) months after receiving your check.

Project Title \_\_\_\_\_

Grant Administrator: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

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

1. Number of participants involved \_\_\_\_\_

2. Explain briefly how your project is meeting the needs of the targeted group.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are your project highlights?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If your project is not complete, what is the anticipated completion date? \_\_\_\_\_

5. VFC sign on display?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Please include itemized project budget including matching funds.

Pictures, newspaper clippings, and any other support materials should also be included.

Mail the above items and completed form to: Gail Haynes, LVFC Scholarship Chairman  
138 Tidwell Road, West Monroe, LA 71292-1997.

## **BETTY JANE FAIRCHILD SCHOLARSHIP**

1. Scholarships are to be used to further leadership development for LVFC members.
2. Scholarship amount to be determined on cost of leadership training not to exceed \$400.00 per person and may include other authorized expenses. Can be a full or part time scholarship.
3. \$2,000.00 will be available each year.
4. A recipient cannot receive a scholarship more than once a year.
5. Scholarships will not be available for parish or state LVFC/LLL sponsored trainings.

### **QUALIFICATIONS:**

Must be an LVFC dues paying member in good standing.

### **EXPECTATIONS:**

A workshop must be presented using knowledge acquired at training.

A report of workshop **MUST** be submitted to the scholarship chairman within one month of presentation.

**CONTACT THE LVFC PRESIDENT TO DETERMINE IF THE TRAINING YOU WOULD LIKE TO ATTEND QUALIFIES FOR A SCHOLARSHIP:**

Martha Latimer (Livingston)  
LVFC Past President  
405 Buckskin Rd.  
Ardmore, LA 73401  
(225) 938-6856  
marthalatimer@cox.net

# **Awards and Recognition**



### Key Leader Award Instructions

Please make copies of the nomination form (Form 8) available to your parish organization members who will be eligible to be recipients at the state convention in April. Parish presidents, past presidents and **Family and Consumer** Sciences advisors may be available to help the nominees by reminding them of various activities that would fit the different categories.

Strong emphasis has been placed on local club leadership since many LVFC volunteer members who are outstanding leaders on the local level choose not to seek office on the state level.

1. Parishes may send in as many nominees as qualify. Make copies of Form 8 for each nominee.
2. Awards are presented each year at the state meeting.
3. Individuals may receive the award only one time. (Past award recipients are listed on pages 93- 98).

The nomination forms are **due January 31**. Mail completed forms to the Immediate Past President:

Martha Latimer (Livingston)  
405 Buckskin Rd.  
Ardmore, OK 73401  
(225) 938-6856 (c)  
marthalatimer@cox.net

## LVFC Key Leader Award Nomination

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street, Box Town State Zip Code

Parish \_\_\_\_\_

**A. Local Club Leadership**Points  
Earned

1. Served as an officer in local club (5 points each office; maximum 25 points) \_\_\_\_\_
2. Served as a project leader in local club (3 points each; Maximum 15 points) \_\_\_\_\_
3. Attended leader training meetings (5 points each training meeting attended; maximum 30 points) \_\_\_\_\_
4. Gave well prepared educational programs at local club meetings (15 points each; maximum 45 points) List topics: \_\_\_\_\_
5. Gave well prepared educational programs for members at special interest meetings and workshops (15points each; maximum points 45) List topics: \_\_\_\_\_
6. Planned and / or conducted other club activities (tours, fair booth, etc.) (15 points each; maximum 45 points) List activities: \_\_\_\_\_
7. Assisted with planning and / or conducting other club activities (tours, fair booth, etc.) (5 points each; maximum 20 points) \_\_\_\_\_
8. Number of new members recruited \_\_\_\_\_ (5 points each; maximum 20 points) \_\_\_\_\_

Bonus: Of the new members recruited above:

- a. Number who are men \_\_\_\_\_
- b. Number under 35 years of age \_\_\_\_\_
- c. Number who work away from home  
at least 20 hours per week \_\_\_\_\_
- Total \_\_\_\_\_
- (10 points each; maximum 20 points) \_\_\_\_\_

LVFC Key Leader Award Nomination (Continued):

**B. Parish Organization Leadership**

1. Served as parish Organization officer (10 points each; max. 30 points) \_\_\_\_\_
2. Served as parish educational chairman (5 points each; max. 20 points) \_\_\_\_\_
3. Planned and conducted Organization sponsored parish wide program activity (10 points each; max. 30 points) List programs or activities:  
\_\_\_\_\_
4. Assisted with planning and / or conducting Organization sponsored parishwide programs or activities (5 points each; max. 20 points) List below:  
\_\_\_\_\_  
\_\_\_\_\_
5. Attended out-of-parish VFC sponsored program or activity (Multi-parish, area, state meetings or workshops) (10 points each; maximum 20 points) List below:  
\_\_\_\_\_  
\_\_\_\_\_

**C. Area/State Organization Leadership**

1. Submitted name for consideration as an area or state organization officer or educational chairman (maximum 10 points) \_\_\_\_\_
2. Served as an area or state officer or educational chairman (15 points each; maximum 30 points) \_\_\_\_\_
3. Served as a member of an area or state committee (5 points; if chairman, 5 additional pts.; maximum 20 points) Names of committees: \_\_\_\_\_
4. Planned and conducted multi-parish, area or state wide program or activity. (10 pts. each; maximum 20 pts.) List programs:  
\_\_\_\_\_  
\_\_\_\_\_
5. Assisted with planning and / or conducting multi-parish, area or statewide program or activity. (5 pts. each; max. 15 pts.) List programs:  
\_\_\_\_\_  
\_\_\_\_\_

**D. Community Leadership**

1. Conducted well-planned educational programs for non-club members in local community. (15 points each; max. 45 pts.) List programs:  
\_\_\_\_\_  
\_\_\_\_\_

LVFC Key Leader Award Nomination (Continued):

2. Participated in other groups concerned with public affairs and / or community action, education, or improvement. (10 points each; maximum 30 pts.) List names of groups:

\_\_\_\_\_

3. Served as officer or chairman in group(s) above. (5pts. each; max. 10 pts.)

\_\_\_\_\_

4. As an individual or member of a group, contacted policymakers (school board or police jury members, mayors, state legislator, etc.) to express views regarding needed or pending facilities, policies or legislation. (10 pts. each; maximum 30 pts.) List person(s) contacted:

\_\_\_\_\_

**E. Bonus Points**

1. Assisted members or non-members with information learned from LVFC/volunteers. (5 pts. each; max. 20 pts.) List assistance given:

\_\_\_\_\_

2. Involved or cooperated with other agencies or organizations in carrying out LVFC /volunteer programs or activities. (10 pts. each; max. 20 pts.) List agencies / organizations:

\_\_\_\_\_

3. Involved policymakers (school board and police jury members, mayors, state and U.S. legislators, etc.) in LVFC /volunteer programs or activities. (15 pts. each; max. 30 pts.) List names of persons and types of programs involved:

\_\_\_\_\_

**Total Points Earned**

\_\_\_\_\_

Will nominee attend state organization meeting in September?

\_\_\_\_\_

Nominees must submit form to **parish organization** president **by Jan. 15**. The parish president is responsible for sending the form to the state Immediate Past President by **Jan. 31**.

Nominated and recommended by:

\_\_\_\_\_

President, Parish Organization, LVFC

## LVFC Key Leader Award Points

The score card below will be used to determine recipients. A nominee must currently be an active LVFC Club member and must score at least 445 of the possible 665 points to receive the award. In determining "points earned," include activities during all the years the nominee has been a club member. Submit nomination to parish organization president who will send it to the state Immediate Past President **by January 31. Individuals may receive the award only one time.**

|                                                                                                                                           | Maximum Points |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>A. Local Club Leadership</b>                                                                                                           |                |
| 1. Served as officer; 5 points each                                                                                                       | 25             |
| 2. Served as project leader; 3 points each                                                                                                | 15             |
| 3. Attended leader training; 5 points each                                                                                                | 30             |
| 4. Gave educational programs at club meetings; 15 points each                                                                             | 45             |
| 5. Gave educational programs at special interest meetings and workshops; 15 points each                                                   | 45             |
| 6. Planned and conducted other club activities; 15 points each                                                                            | 45             |
| 7. Assisted with planning and / or conducting other club activities; 5 points each                                                        | 20             |
| 8. Recruited new members; 5 points each                                                                                                   | 20             |
| Bonus: Recruited young VFC members, working homemakers and/or men; 10 points each                                                         | 20             |
| <b>B. Parish Organization Leadership</b>                                                                                                  |                |
| 1. Served as officer; 10 points each                                                                                                      | 30             |
| 2. Served as educational chairman; 5 points each                                                                                          | 20             |
| 3. Planned and conducted parishwide program or activity; 10 points each                                                                   | 30             |
| 4. Assisted with planning and / or conducting parishwide program or activity; 5 points each                                               | 20             |
| 5. Attended out-of-parish LVFC organization sponsored program or activity (multi-parish, area, state meeting or workshop); 10 points each | 20             |
| <b>C. Area/State Organization Leadership</b>                                                                                              |                |
| 1. Submitted name for area or state officer or educational chairman                                                                       | 10             |
| 2. Served as area or state officer or educational chairman; 15 points each                                                                | 30             |
| 3. Served as a member of an area or state committee, 5 pts. each; if chairman, 5 additional pts.                                          | 20             |
| 4. Planned and conducted multi-parish, area or statewide program or activity; 10 points each                                              | 20             |
| 5. Assisted with planning / or conducting multi-parish, area or statewide program or activity; 5 points each                              | 15             |
| <b>D. Community Leadership</b>                                                                                                            |                |
| 1. Conducted educational program for non-member on community; 15 points each                                                              | 45             |
| 2. Participated in other groups concerned with community and / or public affairs; 10 pts. ea.                                             | 30             |
| 3. Served as officer or chairman in group(s) above; 5 points each                                                                         | 10             |
| 4. As an individual or group member, contacted policymakers to express views; 10 points each                                              | 30             |
| <b>E. Bonus Points</b>                                                                                                                    |                |
| 1. Assisted members or non-members with subject matter; 5 points each                                                                     | 20             |
| 2. Worked with other agencies or organizations on programs; 10 points each                                                                | 20             |
| 3. Involved policymakers in programs; 15 points each                                                                                      | <u>30</u>      |
| <b>Total</b>                                                                                                                              | <b>665</b>     |

## 1984 LEHC Key Leader Award Recipients

### Acadian Area

#### Lafayette:

Ruby R. Barrios  
 Roberta A Blasingame  
 Letha S. Briggs  
 Noemie C. Charleville  
 Thelma Luquette  
 Ramona Mouton  
 Bessie Prejean  
 Lorraine Stirling

#### Pointe Coupee:

Pearl H. Bueche  
 Idolie David  
 Sarah D. Guerin  
 Ellen Guidroz  
 Janice Jarreau  
 Hannah Keowen  
 Marie L. Major  
 Martha B. Miller  
 Sarah B. Mooney  
 Barbara Rivett

#### St. Mary:

Lillian Capak  
 Clara Englade  
 Elrita S. Howe

#### Vermilion:

Romona Babineaux  
 Annie Mae Broussard  
 Helen Catlin  
 Verna Cormier  
 Virgie Foreman  
 Margaret F. Graffeo  
 Annie Mae Guilbeaux  
 Dean Primeaux  
 Peggy Schexnider  
 Wanda Simon

### Cane Belt Area

#### Ascension:

Mrs. Gerald Axton

#### Assumption:

Irene Clause  
 Winnie Mire  
 Yvonne C. Naquin

#### Lafourche:

Rita Bourgeois  
 Florine Cheramie  
 Yvonne Falgost  
 Mrs. Joseph LaRose  
 Mary Marcello  
 Gertrude Moody  
 Lucy Pellegron

Mrs. Oscar Prejean  
 Mildred A. Rebstack  
 Joan P. Rodrigue  
 Annie Waguespack

#### West Baton Rouge:

Helen P. Blanchard  
 Euna C. Broussard  
 Carmen Caldwell  
 Ivy J. Couvillon  
 Clairdell Gremillion  
 Bea Mahaffey  
 Mary D. Rizzutto  
 Virginia Rizzutto  
 Marian Zachary

### Cenla Area

#### Avoyelles:

Shirley M. Baudin  
 Darla Borden  
 Elaine B. Bordelon  
 Verdine G. Couvillon  
 Queenie W. Ryland  
 Rita Villemarette

#### Grant:

Bert Brunson  
 Christine Lemmons  
 Ora O'Quinn  
 Nancy Richards  
 Mable Roshton

#### LaSalle:

Mrs. E. E. Sims

#### Sabine:

Florrie S. Miller  
 Louise Wagley  
 Mittie Weldon

#### Vernon:

Mrs. W. T. Harville  
 Mr. J. C. Heard  
 Mrs. Delvin Lee

#### Winn:

Judy McIntyre  
 Jena S. Whoten

### Delta Area

#### Madison:

Rowena Adams  
 Gail Byrd  
 Helen Hopkins  
 Aline Louis

#### Concordia:

Maureen Blaylock  
 Madeline Gardner

#### Catahoula:

Peg Blackmon  
 Sophie Haley  
 Teen Havard  
 Nell Pardue  
 Florence Sandridge  
 Ruby Nell Smith

#### East Carroll:

Audrey Garner  
 Mable Ragus

### Eastern Area

#### East Baton Rouge:

Cannie Doggett  
 Mable Fontenot  
 Georgia P. Heine  
 Anita L. Mashon  
 Ginny Monin  
 Rose W. Pilcher  
 Judy Tircuit  
 Elaine T. Umphrey  
 Elizabeth Westmoreland

#### Livingston:

Katherine Broussard

#### Tangipahoa:

Hilda Fletcher  
 Annette Hagg

### Metropolitan Area

#### Jefferson:

Leona D. Bolles  
 Lynda Brown  
 Norma U. Cook  
 Robbie Dowell  
 Sonya F. Dumont  
 Barbara B. Elliott  
 Glenn Ferrara  
 Emily M. Garland  
 Dottie S. Hebert  
 Regina Herzog  
 Melva C. Jacob  
 Helma D. Krotzer  
 Claire Pons Larsen  
 Billie Sue Lasseigne  
 Lillie B. Latham  
 Donna C. Loper  
 Shirley B. Mirambell  
 Hazel W. Mitternacht  
 Madelon Seeling  
 Patricia M. Smith  
 Enola Stokes  
 Anita M. Sweeney  
 Sydney Womack

## 1984 LEHC Key Leader Award Recipients Continued

### Orleans:

Amelda M. Ernst

### St. Bernard:

Veda K. Baudin  
Rita Doize  
Yvonne Landry  
Lola Plaisance  
Isabell Thomas

### North Central Area

### Caldwell:

Alverne Bamburtg  
Virginia Roberts

### Lincoln:

Margaret Brewer  
Mary Lee Chandler  
Mary Ann Neas  
Lynn Penuell  
Nita Swann

### Ouachita:

Harriette H. Black  
Billie D. Jones  
Juanita P. Rutledge

### Union:

Mrs. A. C. Moore  
Celestine Taylor  
Maybeth Wilson

### Bienville:

Elbie Hall  
Bonnie Hennigan  
Arline Kettler  
Bessie Lazarus  
Margie H. Nickelson  
Janice Smith  
Gavle Wallace

### Bossier:

Kav Brock  
Georgia D. Ketner  
Mena Neely  
Mildred Willett

### Caddo:

Olive Hill  
Marie Jacobs  
Ovedo Martin  
Chlotile Perot  
Ruth Thomas  
Hazel Winfrey

### DeSoto:

Hilda Fair  
Gussie B. Jones  
Mrs. Lee Lilley  
Myrtle W. Mabry  
Anne Roscoe  
Nita Simmons

### Webster:

Betty M. Griffith  
Blanche Livingston McConnell  
Mary Anna Perryman  
Eunice F. Smithey  
Elizabeth Tripp

### Southwest Area

### Allen:

Melinda Granger

### Beauregard:

Lina Miller  
Velma Wilson

### Calcasieu:

Ruth Grogan  
Cathryn Stevens

### Evangeline:

Laura Courville  
Thelma Lormand  
Frenella Saucier  
Rose Ann Sonnier  
Essy Young

### Jeff Davis:

Earlena Crammer  
Carolyn DeWolf  
Geneva Fuselier  
Pauline Lafargue

## 1986 LEHC Key Leader Award Recipients

### Acadian Area

### Pointe Coupee:

Mrs. A. N. Smith, Jr.

### Vermilion:

Therese Bodin  
Lou A. Broussard  
Elodie B. Frederick  
Cathy D. Guidry  
Ella F. Guidry  
Ella Mae Harrington  
Imay Hollier  
Laura Belle Herbert  
Evette B. LeBlanc  
Grace A. Richard  
Rosa Belle Stansbury  
Marie Vaughn

Florence S. Vincent  
Glenda H. Vizona

### Cane Belt Area

### St. John:

Minnie Brady

### Cenla Area

### Avovelles:

Catherine "Kay" Beatriz  
Bernice Bertrand  
Pearl Deshotel  
Alice Gaspard  
Ocena G. Kelone  
Helen Ponthier  
Annie Mae Strange

### LaSalle:

Mrs. Jessie Basham  
Toddie Rabb  
Mrs. B. A. DeMars

### Sabine:

Marie Herrington  
Vivian Herrington  
Hazel G. Thomason

### Delta Area

### Catahoula:

Gladys Holloway  
Irma Tosspon

### Concordia:

Minnie S. Colvin  
Katherine Jordan  
Reece Junkin  
Ann Tiffie

### East Carroll:

Martiel Johns

### Madison:

Doris Arneson  
Delena Gilbreath  
Teck Stocks

### West Carroll:

Jessie Hendrix

### Eastern Area

### East Baton Rouge:

Esther cook  
Nathalie Elbourne  
Virginia Mathews

### Washington:

Dock Alford

Metropolitan Area

Jefferson:

Patsy Allemore  
Bernice Basco  
Blanche Becker  
Billie Bourgeois  
Cheryl S. Cables  
Julie Cambre  
Jennie Cancienne  
Lorraine Cantin  
Leone P. Claudet  
Millie Cousins  
Linda P. Deichmann  
Judy Derves  
Mae Lois Dill  
Lorraine Sheila Downis  
Liz Frey  
Margie Hautau  
Georgia Hebert  
Marie G. Jacob  
Kathy Kruger  
Cecile D. Lassus  
Jennie Lee Mara  
Louvaine Medlin  
Alice V. Navarre  
Norma V. Sharp  
Jane Steiner

Camille St. Amant  
Betty Jane Tracy  
Genny Quinette  
Dianne Vesser

Orleans:

May E. Calico  
June R. Savoca  
Helen Schroeder

St. Bernard:

Ivel Wellmeyer

St. Charles:

Pearl Braud

North Central Area

Jackson:

Helen Bryan

Red River Area

Caddo:

Margaret Musser

DeSoto:

Geverne Johnson  
Lula Mae Stevens

Southwest Area

Calcasieu:

Betty McFatter  
Mrs. R. C. Mitchell  
Mrs. Howard B. Smith

Evangeline:

Jesslyn Foret  
Marguerite A. Smith

Jeff Davis:

Dot Melancon



## **1988 LEHC Key Leader Award**

### **Cane Belt Area**

#### Lafourche:

Barbara Chaisson  
Arvella Dupre  
Mrs. Melvin Elliot, Sr.  
Betty Ann Terrebonne  
Mrs. Dave Robichaux

#### **Cenla Area**

#### LaSalle:

Eunice Peters

#### Rapides:

Nellie Parker  
Beatrice Spottsville

#### Vernon:

Mrs. R. C. Herrin  
Mrs. M. F. Terrell

#### **Delta Area**

#### Catahoula:

Alma Womack

#### Concordia:

Lavada Bland  
Nellie Ruth Braley  
Eunice Broussard  
Catherine Crum  
Lavine Morace  
Mae Roberts

#### East Carroll:

Martha Hankins

#### Richland:

Dorothy Deggins

#### West Carroll:

Bessie E. Copes  
Mrs. Mirl Futch

#### **Eastern Area**

#### Livingston:

Martha P. Latimer

#### Washington:

Enna Laura Thompson

#### **Metropolitan Area**

#### Jefferson:

Billie Bourgeois  
Marion Breath  
Jane Callery  
Beverly Jeansonne  
Mattie McReynolds  
Joyce Williams  
Bonnie Wall

#### Orleans:

Connie Deplas  
Juliette LeBlanc  
Vera Manson  
Elaine S. Toupe

#### St. Bernard:

Therese Messa  
Stella P. Roy  
Eleanor Stholman

#### St. Charles:

Kathy Bourg  
Mary J. Donaldson  
Jo Ann E. Walker

#### **North Central Area**

#### Ouachita:

Shirley Burgess  
Eva J. Gewin  
Evelyn H. Haynes

#### **Southwest Area**

#### Acadia:

Jeanette Broussard  
Delores T. Humble  
Blanche Marshall  
Betty Miller  
Betty M. Thevis  
Julia Richard  
Mrs. H. Zaunbrecher

#### Calcasieu:

Irene Mayer  
Ora Duke

## **1990 LEHC Key Leader Award**

### **Area 1**

#### Livingston:

Jinx Berthelot  
Jeanette Sibley

#### Orleans:

Anita Hidalgo  
Lois Junker  
Tangipahoa:  
Maureen Felder  
Sue Nelson  
Joan Reed  
Elaine St. Pierre  
Peggy J. Verberne

### **Area 2**

#### Assumption:

Marie LaBauve  
Elenora LaBlanc  
Katie Simoneaux  
Diane Truxillo

#### Lafourche:

Margaret C. LaGarde  
Melva D. Cressionie  
Belle Duet  
Linda Loupe  
Paul D. Morgan  
St. James:  
Doris B. Hymel  
Vergie Clause

### **Area 3**

#### Avoyelles:

Lila K. Bordelon  
Hilda Dauzat  
Nettie Neck  
Amy Villemarette  
Gladys Wozniak

#### Lafayette:

Ellen Boudreaux  
Jean Fike  
Codrey Navarre  
Jo Ann Tarver

#### Pointe Coupee:

Catherine Chenevert  
Edna May Ewing  
Ruby Harriman  
Esther Schexnayder

#### St. Martin:

Rose Blanchard  
Sue Theriot

#### Terrebonne:

Carolyn B. Daigle  
Chinthia Daigle  
Rochelle O. Dumez  
Nell A. Page

#### Vermilion:

Belva C. LeBlanc

### **Area 4**

#### Acadia:

Ruth Daigle  
Diana Francis  
Norma Fruge  
Clara Hobetz  
Flora Henderson  
Dorothy McCrory  
Bernice McElivee  
Georgia McNeil  
Wahneta Mier  
Vince Sensat  
Frances Sinitiere

#### Calcasieu:

Lorraine Coswell

#### Evangeline:

Margie Fontenot  
Mabel Ladoux  
Flo Lee  
Joan Miller  
Mercedes Buller  
Allie Soileau  
Ruby Vallot

#### Jeff Davis:

Sara Lee Hicks

#### Rapides:

Alzenz Davis  
Marion Donaldson  
Kathy Taylor  
**Area 5**

#### Bossier:

Loretta M. Hardy  
Frances Riley

#### Sabine:

Marie Snell  
Rubye P. Strickland

### **Area 6**

#### Jackson:

Aline Williams

#### Ouachita:

Marjorie Avery

### **Area 7**

#### East Carroll:

Pat Hendrix  
Nina McDermott  
Laura Thompson

#### Richland:

Alice C. Rainwater

## **1992 Key Leader Award Recipients**

### **Area 1**

#### Jefferson:

Frances Babin  
Cheryl Bradley  
Althea Caro  
Pat Dupuy  
Beverly Madere  
Una Mae Moorman  
Adele Morvant  
Ann Reeves  
Ethel B. Tarleton

#### St. Charles:

Shirley Loiacano  
Maggie St. Pierre

**1992 Key Leader Contd.**

Area 2

Ascension:

Ruth Bailey

Lafourche:

Sandra A. Chiasson

Area 3

Avoyelles:

Lorraine Bordelon

Anna Ponthieu

Lafayette:

Gerry Tauzin

Terrebonne:

Cecelia Daigle

Shirley Watkins

Vermilion:

Lee Simon

Area 4

Acadia:

Clara M. Habetz

Evangeline:

Ethel Bordelon

Sarah P. Webb

Vernon:

Millie B. Jones

Area 5

Caddo:

Christine A. Alsup

Marilyn Corder

Velma M. Gullledge

Edith Moore

Margaret Richter

Alida Stevens

Area 6

Ouachita:

Martene Gandy

Carla G. Owen

**1994 Key Leaders Recipients**

Area 1

Jefferson:

Mary E. Floyd

Rose Styron

Sharon White

St. Bernard:

Rose V. Vellelungo

Viola A. Vosbein

Area 2

Terrebonne:

Hilda C. Detiveaux

Faie Duplantis

Joan O. Lyons

Dorothy C. Oubre

East Baton Rouge:

Nancy B. Fillastre

Area 3

Ouachita:

Evelyn S. Hicks

Area 4

Vermilion:

Joyce Bomersbach

Elma Bourgeois

Callie Dartez

Dorothy Duhon

Joyce Freeland

Therese Labry

Melba Legere

Beverly Libersat

Judy Libersat

Velma Richard

Marianne Thibodeaux

Jane Touns

Joyce Vidalier

**1998 LAFCE Key Leader Recipients**

Area 1

Jefferson:

Judy Harris

Myrle LeBlanc

Area 2

Lafourche:

Katherine Richardelle

Area 4

Evangeline:

Lynn Landreneau

**1999 LAFCE Key Leader Recipient**

Area 4

Allen:

Bernadette Mougeot

**2000 LAFCE Key Leader Recipients**

Area 1

Tangipahoa:

Anne Hammond

Area 2

Terrebonne:

Marie Cenac

Rosalie Crochet

Wanda Eschete

Dorothy Jones

Mentor Lewis

Merle Lirette

Alice Lyons

Area 4

Acadia:

Helen Cradeur

**2001 LAFCE Key Leader Recipients**

Area 1

Jefferson:

Linda Hanberry

Eunice Thomas

Carol Watkins

Area 2

Terrebonne:

Fran Allen

Wilma Cenac

Marion Knight

Helen Lirette

Marlene Pinel

Lafourche:

Eleanor George

Area 4

Vermillion:

Kelly Ruth Broussard

**2002 LAFCE Key Leader Recipients**

Area 2

Terrebonne:

Glenda Antill

Donna Benda

Helen C. Gravois

Rose Marie Marceaux

Sandra Moise

Eryline Nunez

Gloria Pellegrin

Barbara Prosperie

Carrin Songe

Area 4

Acadia:

Rita Benoit

Sherran Cline

Elaine Chatagnier

JoAnn Dupuis

Josie B. Thevis

Rose Marie Trahan

Anna Margaret

Zaunbrecher

**2003 LAFCE Key  
Leader Recipients**

Area 1  
Tangipahoa  
Terry Voight  
Area 2  
Terrebonne  
Ruth Camp  
Annabelle Cavalier  
Sylvia "Coo" Crochet  
Mary Hill  
Mildred Labbe  
Claire Lottinger  
Theresa "Ponnie" Pitre  
Cecile Prejean  
Area 3  
Ouachita  
Jerre Hopfinger  
Area 4  
Acadia  
Martha Grantham  
Jefferson Davis  
Bernice Arceneaux  
Adela L. Jardell  
Earline Landry  
Ollie Tietje  
Vermilion  
Deborah LeBlanc  
**2004 LAFCE Key  
Leader Recipients**  
Area 1  
St. Charles  
Carolyn K. Schexnaydre  
Bernadine Duhon  
Delores B. Carmouche  
Area 2  
Terrebonne  
Deanna Martin  
Iberia  
Daisy B. Cornell  
Area 3  
Morehouse  
Charlene Johnson  
Karen Waters  
Area 4  
Acadia  
Ruth Ann Klumpp  
Lafayette  
Ethel Adcock  
Jefferson Davis  
Anna Kormesser

**2005 LVFC Key  
Leader Recipients**

Area 1  
Jefferson  
Wilma Oubre  
Jo Ann Bonck  
Area 2  
Lafourche  
Paula Morgan  
Iberia  
Wilda Naquin  
St. Martin  
Elsie Castille  
Area 4  
Acadia  
Wilma J. LeJeune  
**2006 LVFC Key  
Leader Recipients**  
Area 2  
Terrebonne  
Beverly Reynaud  
**2007 LVFC Key  
Leader Recipients**  
Area 2  
Terrebonne  
Mary G. Royston  
Philetta Geist  
Claudette Breaux  
Area 3  
Morehouse  
Dorothy Brown  
Ora Duncan  
Area 4  
Jeff Davis  
Jeanette R. Crochet  
Marguerite P. Duplechian  
Sylvia H. Guillotte  
Vermilion  
Leta M. Touchet  
Louella H. Touchet  
Nolia Faulk  
Cristelle Fusilier  
Sarah Mae G. Gastal  
Area 5  
Sabine  
Mary W. Gregory

**2008 LVFC Key  
Leader Recipients**

Area 1  
Tangipahoa  
Fay Ruth Hancock  
Area 2  
Terrebonne  
Mary Ann Boudreaux  
Area 3  
Morehouse  
Faye Bowe  
Marianne Lively  
Lauree Martin  
Dorothy Norman  
Mary Peterson  
Area 4  
Jeff Davis  
Mary Landry  
Linda Patterson  
**2009 LVFC Key  
Leader Recipients**  
Area 2  
Lafourche  
Patricia Champagne  
Area 4  
Acadia  
Audrey Miller  
Jefferson Davis  
Marilyn Strickland  
Area 5  
Grant  
Sharon Beauregard  
**2010 LVFC Key  
Leader Recipients**  
Area 1  
Tangipahoa  
Sandra M. Madere  
Area 2  
Terrebonne  
Audrey Guidry  
**2011 LVFC Key  
Leader Recipients**  
Area 4  
Jeff Davis  
Ernestine Freeman

**2012 LVFC Key  
Leader Recipients**

Area 1  
St. Bernard  
Nora Egan  
Tangipahoa  
Joy Munch  
Area 4  
Beauregard  
Barbara Hindsman  
Mable Lorenz  
Jeff Davis  
Linda Rogers  
St. Martin  
Barbara Bird  
**2013 LVFC Key  
Leader Recipients**  
Area 1  
Tangipahoa  
Catherine Neyland  
Mitzi Verberne  
Area 2  
Lafourche  
Marie Pitre

**2014 LVFC Key  
Leaders**

## **25, 50 and 75-Year Membership Awards**

### **Eligibility Rules:**

LVFC / volunteer members who have reached 25, 50 or 75 years of LVFC membership and who have not previously received pins and certificates are eligible to receive awards. Membership in other parishes and / or other states may be counted in determining years of membership. **Must be a current paid member to qualify.**

On Form 9, list the names of all those eligible for awards from your parish even if they will not be at the convention, but **DO** indicate whether or not they will be attending the convention and the special meal function where they will be recognized.

### **Awards:**

#### **25-Year Members:**

Recipients will receive their certificates from their parish organization president at the next area meeting following the State Convention.

#### **50-Year Members:**

- For each 50-year member, complete Form 9, which lists all 25 and 50-year members, to the Immediate Past President. Form 9A will entitle each 50-year member to receive a pin and certificate from the state organization. In addition, the information will be used during the recognition ceremonies at the state meeting. Please assist 50-year members in completing the form and reproduce additional copies locally as needed.
- The registration fee will be waived for 50-year members, and they will have seats of honor at the special meal function where they will be recognized. Transportation, special meal tickets, rooms, and other courtesies are to be provided by the individual or her parish organization.
- All 50-year members, whether they attend the special meal function or not, will receive pins and certificates. Parish presidents should pick up pins and certificates for those 50-year members who will not be attending the special function.

#### **75-Year Members:**

- 75-year members will receive pins and certificates.

**Complete Forms 9 and 9A. Follow directions carefully. Return by January 31.**

**FORM 9**

## \_Parish

(Please print name the same as it appears on membership form)

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[illegible]

# FORM 9A

Name

(Print or type name as it appears on Membership Form)

Address

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(Street, Box, etc.)

(City, State, Zip Code)

Parish

Club

### Years of Membership

Year First Joined

Highlights of Club Membership and Personal Notes (Family, Community Interest, Hobbies, etc.)

Signature

Date \_\_\_\_\_

Will you attend the state conference?

Yes

No

Parish President's Signature

Submit with 25, 50, 75 Year Form 9 to:

Martha Latimer (Livingston), 405 Buckskin Rd., Ardmore, OK 73401, (225)938-6856 (c)

marthalatimer@cox.net

**Date due: Jan. 31**

**Return by Jan. 31 to:**  
Martha Latimer (Livingston)  
405 Buckskin Rd.  
Ardmore, OK 73401  
(225)938-6856 (c)  
marthalatimer@cox.net

**FORM 10**

**List of 5 - 10 – 15 – 20 Year Members**  
(Must be current member.)

\_\_\_\_\_ **Parish**

Print or type name as it is to appear on the certificate.

**5 year members:**

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**10 year members:**

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**15 year members:**

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**20 year members:**

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**Date Due: Jan.31**

**Return by Jan. 31 to:**  
Martha Latimer (Livingston)  
405 Buckskin Rd.  
Ardmore, OK 73401  
(225)938-6856 (c)  
marthalatimer@cox.net

**FORM 10A**

**List of 30 – 35 – 40 – 45 – OVER 50 Year Members**  
(Must be current member.)

\_\_\_\_\_ **Parish**

Print or type name as it is to appear on the certificate.

**30 year members:**

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**35 year members:**

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**40 year members:**

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**45 year members:**

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**Over 50 Years**

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**Date Due: Jan. 31**



## Great Louisiana Family Award Program

The first annual Great Louisiana Family Awards Program was held in 1982. The Louisiana Volunteers for Family and Community, Inc. continue to hold this important program at the state and local level.

**Purpose:** To inspire families across the nation to strengthen family relationships and contribute to the quality of Louisiana life through community service.

**Objectives:** Local level - to honor a diversity of worthy "Great Louisiana Families" during State VFC week in April.

State level - to honor at LVFC Convention a "Great Louisiana Family" chosen from among those selected locally.

**Eligible Families:**

Any family that has a current Louisiana VFC / volunteer who has made outstanding contributions to the quality of family life and to the community. Families may be single or two-parent families, adoptive, or foster parent families.

**Special Criteria:**

The families nominated for local and state recognition should be exemplary in character and ability and inspiring in their proven capacity to serve others by involvement in community, state, and national projects.

Each parish in Louisiana is encouraged to submit the nomination form (Form 11). Additional pages may be added if necessary. One family will be selected to receive the Louisiana award.

**Celebrate:** Louisiana Family Week in April during State VFC Week. Honor your parish families during this special time.

**Deadline:** Mail the parish entry form by **January 31** to the state Family Life Chairman:

Maxine Wilson, LVFC Family Chair, 53 W. Chalmette Circle, Chalmette LA 70043-4325, (504) 458-1846.

# Annual Great Louisiana Family Award Program

## Nomination Form

(May be used for State and/or Parish nomination.)

Family

Nominated by:

Name

Name, Title

Address

Organization

City / State Zip Code

Address

Home Telephone

City / State

Parish

Zip

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

Work Phone

Home Phone

Signature of Nominator

Using the 3 points below, summarize the family's overall qualifications on added sheets of paper:

- How has the **Individual Growth** of each member - including parents - been encouraged and supported? Growth can include intellectual, emotional, social, spiritual, etc. Include specific accomplishments, honors received and challenges overcome.
  - How have **Teamwork and Love** been nurtured in the home? How have members shared quality "family time" with one another? How have they coped with or avoided challenges?
  - How has the family extended **Friendship and Service** to others in the community, parish, state and nation? (Emphasize the role of LVFC in this.) Mention successes, affiliations, years of service, recognition by each family member received. (More compassionate service to individuals rather than political activities or involvement in controversial issues.)
  - How have family members advanced education, economic and social opportunities for the family and how have they shown positive aspects of family/home life through their **Leadership** abilities?
  - How has LVFC made a difference in your family? (This is the most significant factor)
- Maxine Wilson, LVFC Family Chair, 53 W. Chalmette Circle, Chalmette LA 70043-4325, (504) 458-1846.

**Nomination Form for Candidate for Elected Offices**  
Louisiana Volunteers for Family and Community, Inc.

We recommend:

Candidate's Name \_\_\_\_\_

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

Phone Number (\_\_\_\_\_) \_\_\_\_\_

(This Nominee can be considered for office in **only one** of the two categories below.)

Within the selected category, rank in order of preference (1, 2, etc.) the offices in which this candidate would be willing to serve. Refer to Bylaws, Article VI - Duties of Officers. Put an X in front of those in which the candidate would be willing to serve.

**Category 1: State Officers**

Nomination due January 31, 2016

\_\_\_\_\_ President Elect (serve 2016); President (serve 2017-2018)

Nomination due January 31, 2017

\_\_\_\_\_ President Elect (serve 2018); President (serve 2019-2020)

Nomination due January 31, 2016 (serve 2017-2018)

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Vice President for Program (serve 2017-2018)

\_\_\_\_\_ Vice President for Public Policy

\_\_\_\_\_ Recording Secretary

**Category 2: Area Offices**

Nomination due January 31, 2016 (serve 2017-2018)

\_\_\_\_\_ Area Director for Area 2

\_\_\_\_\_ Area Secretary for Area 2

Nomination due January 31, 2017 (serve 2018-2019)

\_\_\_\_\_ Area Director for Areas 1 & 4

\_\_\_\_\_ Area Secretary for Areas 1& 4

**Qualifications:**

Number of years in LVFC Club and Parish Work \_\_\_\_\_

List offices with dates held:

In Local Club \_\_\_\_\_

In Parish Organization \_\_\_\_\_

In State Organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Special Assignments in Area or State Organization (List):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the nominee given her / his consent in writing? \_\_\_\_\_ (Attach)

Is nominee proficient in parliamentary procedures? \_\_\_\_\_

Is nominee being recommended by your Parish Organization? \_\_\_\_\_

Does nominee plan to attend the state meeting? \_\_\_\_\_

Number of State VFC meetings nominee has attended: \_\_\_\_\_

List other organizations (including offices held) and / or community activities in which this nominee participates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age category of nominee: (Optional)

Under 35 \_\_\_\_\_ 35-50 \_\_\_\_\_ 51 or older \_\_\_\_\_ Does the nominee drive? \_\_\_\_\_

Signed: \_\_\_\_\_ President \_\_\_\_\_ Parish, VFC

**Note: VFC President - Please attach your letter of recommendation. Nominations are due Jan. 31.** Send 1 copy of nomination and letter of recommendation to:

Martha Latimer, Immediate Past President, 405 Buckskin Rd., Ardmore, OK 73401, (225)938-6856  
marthalatimer@cox.net

I have read the pages of this state handbook and understand the duties and the limits on funds for the position for which I am being nominated.

\_\_\_\_\_  
Nominee's Signature

**Heart of LVFC Award**

**FORM 13**

Parish \_\_\_\_\_

**Due Date: March 15**

**Purpose of this award:** The purpose of the "Heart of VFC" award is to pay special tribute to the unsung grass roots members who have made a difference in their communities through their VFC work. Only one nominee per parish.

Send **two** copies to: Sylvia Guillotte, LVFC President, 18420 Son Guillotte Rd., Jennings, LA 70546-8306, (337)824-3230 guillottew@yahoo.com

Nominee's Name: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Club: \_\_\_\_\_

Please attach a photograph of nominee if one is available.

Briefly describe reason for recommendation for the Heart of LVFC Award. Please include individual efforts, any project and results, or other contributions made by nominee while working in LVFC.

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Name of person submitting: \_\_\_\_\_

Office / Title of Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**Louisiana Learning & Leading  
15-30-60 Hour Certification**

**LLL Form #1**

The 30 hours of LLL training will consist of 3 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. Attendance at one LLL Legislative Day is required. Classes attended outside of LLL authorized programs must be approved by the LLL Committee. It will be a requirement for application to the LVFC Executive Board that you be an LLL graduate.

**1. Organizational Skills:**

- o **Leadership:** Learn to assume leadership in personal and community settings.
- o **Volunteering & Mentoring:** Mentor, manage, motivate and train other volunteers.
- o **Group Process:** Learn and practice the skills necessary to lead a cohesive group that accomplishes tasks.

**2. Public Issues:**

- o **Issue Analysis & Resolution:** Gain the ability to identify and analyze issues that affect the family & learn to apply techniques for issue resolution.
- o **Public Policy:** Become active and effective citizens and share the knowledge with others. Attend one (1) LLL Legislative Day.

**3. Communications:**

- o **Teaching Techniques:** Learn principles of effective adult and youth education and apply them in teaching others.

**Certificates:**

- o **Form LLL #3:** Chart your classes attended and/or taught on Form LLL #3 and send completed Form LLL #3 to the address below.

**Up to 15 hours: Introduction into Leadership**

After receiving the initial 15 hours of training, members may choose to continue with these courses by “paying back” volunteer hours in club, community, Parish, state projects and programs. If a member chooses not to continue after 15 hours, that is OK. Special attention would be given to these members to further their “Leadership Roles.”

**Objectives:** to record hours and programs for members in a computer, to use the site to refer to what goals have been achieved by whom, and which categories and classes have been implemented.

**15 to 30 hours: “Paying Back”** plus continued training. A pin is received.

**Payback:** Inputting class forms into computer programs, committees for Mini College and LLL Sessions, serve on committees for their communities, lobbying for their community, parish, state, and volunteering in schools.

**30 to 60 hours:** Lobbying, serving on civic boards, team teaching programs on club, parish and state levels. A “bar” is added to the pin.

**SUBMIT TO VICE PRESIDENT FOR PUBLIC POLICY:**

Terri Latimer  
LVFC Vice President for Public Policy  
1115 North Range Ave.  
Denham Springs, LA 70726

**DEADLINE: MARCH 15**

**LOUISIANA LEARNING & LEADING  
MASTER LEADERSHIP TRAINER APPLICATION**

**Form LLL #2**

To be recognized as a Master Leadership Trainer provide a summary of the 60 hours of applied LLL (FCL) leadership skills on Form LLL #3 on pg. 133. Include a letter of recommendation from a person who can verify your leadership abilities. Your application will be reviewed by the LLL Committee. Please send completed application to the LVFC Vice-President for Public Policy by **MARCH 15**. Use additional pages, if necessary.

A. TOPICS TAUGHT, WHERE, WHEN, (DATES), LENGTH OF PRESENTATION  
TO TOTAL 20 HOURS \_\_\_\_\_

B. \_\_\_\_\_  
COMMUNITY ACTION TAKEN, WHERE, WHEN (DATE), LENGTH OF  
TIME TO EQUAL 20 HOURS

Examples:

- Served on a Board or public committee
- Worked with the media
- Developed communication skills
- Used ethics and values in personal leadership
- Applies decision-making techniques and issue resolutions
- Mentored or empowered someone
- Motivated or used volunteers effectively

C. PUBLIC POLICY ACTION TAKEN, WHERE, WHEN (DATE), LENGTH OF  
TIME TO EQUAL 20 HOURS

Examples:

- Learned the public policy process
- Met with legislators to gain knowledge of the three branches of government & their interaction
- Monitored issues & decision makers
- Encouraged or implemented the use of coalitions, networks, press, etc.

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE/FAX/EMAIL \_\_\_\_\_

PARISH VFC PRESIDENT \_\_\_\_\_

**DEADLINE: MARCH 15.**

SUBMIT TO: Terri Latimer, LVFC Vice President for Public Policy, 1115 North Range Ave.,  
Denham Springs, LA 70726                      [theresa.d.latimer@gmail.com](mailto:theresa.d.latimer@gmail.com)

## **Spirit of LLL Award**

### **Criteria, Selection, Process, and Award**

#### **Criteria:**

Each parish may submit one nomination by the deadline listed on the nomination form (Form 14).

All individuals who have completed 30 hours of Louisiana Learning and Leading (LLL) training are eligible.

The nomination form requirements must be completed to qualify for the state award.

#### **Selection Process:**

The Louisiana Learning and Leading Committee will review parish nominees and one individual will be recommended to the Louisiana Volunteers for Family and Community Board for selection per year.

Candidates not selected may be re-nominated.

#### **Award:**

The recipient(s) will receive special recognition at the Spirit of LLL Breakfast at the annual conference of the Louisiana Volunteers for Family and Community. Recipients will be asked to share their story during the conference.

#### **SUBMIT TO VICE PRESIDENT FOR PUBLIC POLICY:**

Terri Latimer, LVFC Vice President for Public Policy,  
1115 North Range Ave., Denham Springs, LA 70726  
Phone: (225) 788-8383    [theresa.d.latimer@gmail.com](mailto:theresa.d.latimer@gmail.com)

**DEADLINE: MARCH 15.**



**Spirit of LLL Award  
Nomination Form**

**FORM 14**

**Purpose and Qualifications for Award:**

This award was established to recognize those individuals who are carrying out the work of Louisiana Learning and Leading (LLL) by taking control of their lives as they strive to change their communities for the better. Any individual who has completed 30 hours of Louisiana Learning and Leading (LLL) training is eligible.

**Procedure:**

One nomination per parish. The individual is to be nominated through a parish organization. Please complete this form and enclose the supplemental information.

Parish: \_\_\_\_\_

Nominee's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Where and when did nominee receive LLL training? \_\_\_\_\_

This nomination form (Form 14) must be attached to the following information for the entry to be complete. Check off those items which are enclosed.

\_\_\_\_\_ Success in Action: Describe why this person was selected.

\_\_\_\_\_ Personal Testimony from:

\_\_\_\_\_ Those who have been empowered by the nominee, or

\_\_\_\_\_ Those who can discuss how the community benefited from nominee's contributions

\_\_\_\_\_ Photo of nominee(s) (head and shoulders photo) for news article and "Louisiana Bayou"

\_\_\_\_\_ Letters of support from VFC clubs in the parish

\_\_\_\_\_ Photo of nominee (head & shoulders) for news article

**Optional:**

\_\_\_\_\_ Other items deemed important to the selection of the nominee (i.e. newspaper clippings, actual items produced or materials developed)

\_\_\_\_\_ Photos of nominee at work or of those empowered by the nominee.

Nomination submitted by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Submit to:** Terri Latimer, LVFC Vice President for Public Policy,

1115 North Range Ave., Denham Springs, LA 70726

Phone: (225) 788-8383      [theresa.d.latimer@gmail.com](mailto:theresa.d.latimer@gmail.com)

**Deadline: March 15.**

## GREAT AMERICAN FAMILY AWARD WINNERS

- 1996 Mary and Tom Floyd - Jefferson Parish FCE
- 1997 Virgie and Youngs Foreman - Vermilion Parish FCE
- 1998 Lina and LeRoy Miller - Beauregard Parish FCE
- 1999 Martha and Donald Latimer - Livingston Parish FCE
- 2000 Vera and George Forsyth – Jefferson Parish FCE
- 2001 Jo Ann and Howard Walker, Jr. - St. Charles Parish FCE
- 2002 Mary and M. J. Samaha - Terrebonne Parish FCE
- 2003 Joyce and Ed Freeland – Vermilion Parish FCE
- 2004 Carolyn and Gilbert Schexnaydre – St. Charles FCE

## HEART OF FCE AWARD RECIPIENTS

- 1996 Lina Miller - Beauregard Parish
- 1997 Lou Bland and Betty Renes - Tangipahoa Parish
- 1998 Virgie B. Foreman - Vermilion Parish
- 1999 Katherine Richardelle - Lafourche Parish
- 2000 Flo Cheramie - Terrebonne Parish
- 2001 Barbara Chaisson - Lafourche Parish
- 2002 Linda Loupe - Lafourche Parish
- 2003 Jean Corne - St. Bernard Parish
- 2004 Shirley Rigdon – Tangipahoa Parish

## SPIRIT OF FCL AWARD RECIPIENTS

- 1996 Virgie B. Foreman - Vermilion Parish
- 1997 Martha P. Latimer - Livingston Parish
- 1998 Ethel B. Tarleton - Jefferson Parish
- 1999 Maureen B. Felder - Tangipahoa Parish
- 2000 Judy Libersat - Vermilion Parish
- 2001 Mary Samaha - Terrebonne Parish
- 2002 Mary Floyd - Jefferson Parish
- 2003 Romona Babineaux - Vermilion Parish
- 2004 Cathy Guidry - Vermilion Parish

## GREAT LOUISIANA FAMILY AWARD RECIPIENTS

- 2005 Letha & Willard Briggs – Lafayette VFC
- 2006 Carla and Joe Owens – Ouachita VFC
- 2007 Ollie and Cyrus Tietje – Jefferson Davis VFC
- 2008 Sue and Grady Nelson – Tangipahoa VFC
- 2009 Belva and Aldon LeBlanc – Vermilion VFC
- 2010 Juliette Wallace/Vi & Eric Vosbein – St. Bernard VFC
- 2011 Cheryl and Lee Cables – Jefferson VFC
- 2012 Barbara and Charles Litteral – Jeff Davis VFC
- 2013 Jo Ann and Henry Bonck – Jefferson VFC
- 2014 Diane and Jens Nielsen – Jefferson VFC
- 2015 Janelle and Gerald Bonvillain – Terrebonne VFC

## HEART OF VFC AWARD RECIPIENTS

- 2005 Mary Ann Sagrera – Acadia Parish
- 2006 Cheryl C. Bradley – Jefferson Parish
- 2007 Jane Simon – Vermilion Parish
- 2008 Ollie Tiejie – Jefferson Davis Parish
- 2009 Arvella Dupre – Lafourche Parish
- 2010 Terry Voight – Tangipahoa Parish
- 2011 Rena Labat – Terrebonne Parish
- 2011 Mabel Lorenz – Beauregard Parish
- 2012 Joan Reed – Tangipahoa Parish
- 2013 Mavis Landry – St. Martin Parish
- 2014 Nell Page – Lafourche Parish
- 2015 Martha Latimer – Livingston Parish

## SPIRIT OF LLL AWARD RECIPIENTS

- 2005 Rena Labat – Terrebonne Parish
- 2006 Lee Simon - Vermilion Parish
- 2007 Ella Mae Harrington – Vermilion
- 2008 Lina Miller – Beauregard Parish
- 2009 Jane Simon – Vermilion Parish
- 2010 Sue T. Nelson – Tangipahoa Parish
- 2011 Ethel Adcock – Lafayette Parish
- 2012 Elsie Castille – St. Martin Parish
- 2013 Letha Briggs – Lafayette Parish
- 2014 Terry Voight – Tangipahoa Parish
- 2015 Jo Bruce – St. Martin Parish

**Feature Article and Article of Interest Contests  
have the same rules as stated below:  
Due: Jan. 31**

**Rules:**

- The **Feature Article** and **Article of Interest** must be written by a LVFC member, who is not a professional writer. He or she receives no compensation for the article.
- The article must not exceed 1,000 words each.
- The article must be written in the current year.
- **All articles** may be entered by the parish organization in the State contest. (No parish elimination.)
- Each article must be submitted in a separate folder with the name of **the parish** on the outside of the folder. The folder should contain:
  - a. Name of **Club**, as well as, **name** and **complete address** of writer.
  - b. Articles submitted **must be labeled** as Feature Article or Article of Interest to be judged as labeled.
  - c. The **original copy** may be handwritten or typed. **No photo copies** will be accepted.

**Articles no longer have to be published** to be entered in the contest.

**Poetry Contest  
Due: Jan. 31**

**Rules:**

- Poem must be written by an **LVFC member**, who is not a professional writer. He or she receives no compensation for the poem.
- Poem must be written within the current year.
- **All poems may be entered** by the parish organization to be judged on the State level. (**No parish elimination**.)
- Poems must be submitted in a folder with the **name of the parish** on the outside of the folder. The folder should contain:
  - a. Name of **club**, as well as **name and complete address** of writer.
  - b. The original copy as it was turned in, handwritten or typed. No photo copies will be accepted.

**Poems no longer have to be published** to be entered in the State contest.

Mail Feature Article, Article of Interest and Poetry entries to: Elaine Chatagnier, LVFC Literacy Chairman,  
1142 Connie Rd., Iota, LA 70543-4612. Phone: 337-523-0615.

# COMMUNITY CHAMPIONS

A certificate is awarded to an active VFC member who has promoted the image of VFC through the media.

VFC or Volunteers for Family and Community must be identified and only dues-paying members will qualify.

Please enclose the original newspaper article, newspaper photo or verification of appearances on TV or radio identifying VFC members or the VFC club.

Submit by **January 31** to:

Martha Latimer  
LVFC Past President  
405 Buckskin Rd.  
Ardmore, OK 73401

Phone: 225-938-6856  
Email: [marthalatimer@cox.net](mailto:marthalatimer@cox.net)

# Reports

**Parish President's Report**

For work done January 1 - December 31

Complete and send one copy to each of the following : your Area Director, State President, Vice Presidents for Program and Public Policy, no later than **January 31**. Give one copy to your Advisor-Agent; keep one copy for your files.

Parish \_\_\_\_\_ President \_\_\_\_\_

Area \_\_\_\_\_ Date \_\_\_\_\_

|                                                                             |
|-----------------------------------------------------------------------------|
| New members gained in your parish _____<br>(Year) _____ (New Members) _____ |
|-----------------------------------------------------------------------------|

**A. Current year's membership and clubs:**

1. How many clubs were in your parish organization on December 31? \_\_\_\_\_
2. How many members were in your parish organization on December 31? \_\_\_\_\_
3. How many new clubs joined your organization? \_\_\_\_\_
4. How many men are members of your clubs? \_\_\_\_\_
5. How many programs were held to promote LVFC membership? \_\_\_\_\_  
 How many people were reached? \_\_\_\_\_ How many other organizations were involved? \_\_\_\_\_ Briefly describe how they were involved: \_\_\_\_\_

6. How many other activities (news releases, exhibits, etc.) were held to promote LVFC membership? \_\_\_\_\_ Briefly describe the activities: \_\_\_\_\_

**B. Describe unique methods used to increase membership:** \_\_\_\_\_

(Additional pages may be used)

**C. Were state Marketing / Membership materials and information used?** \_\_\_\_\_

Briefly describe how this information was used: \_\_\_\_\_

**D. Participation in State meetings:**

1. How many from your parish attended State conference? \_\_\_\_\_
2. How many members attended Area meetings during the current year? \_\_\_\_\_  
 The Area training meeting? \_\_\_\_\_
3. How many participated in LVFC LLL training during the current year? \_\_\_\_\_  
 LVFC members \_\_\_\_\_ Non-members \_\_\_\_\_

## Parish President's Report - Form 15 (continued)

### E. Contributions (Indicate how LVFC / volunteers contribute to improve the communities):

#### 1. Scholarships

a. How many scholarships does your parish award? \_\_\_\_\_

b. What is the value of the scholarships? \_\_\_\_\_

Briefly describe the eligibility requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 2. Leadership Development Fund (or Memorial Fund)

a. Did your parish contribute to the fund between January 1 and December 31? \_\_\_\_\_

b. What amount was contributed? \_\_\_\_\_

#### 3. Civic Projects

a. Did your parish contribute to civic projects? \_\_\_\_\_

b. What amount was contributed? \_\_\_\_\_

Briefly describe involvement in civic projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4. Health Projects

a. Did your parish contribute to health projects? \_\_\_\_\_

b. What amount was contributed? \_\_\_\_\_

Briefly describe involvement in health projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### F. Volunteers for Family and Community Week

Describe briefly any special activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Area Director's Report**  
Parish President's Report Tally Sheet

Today's Date \_\_\_\_\_ Area # \_\_\_\_\_ Area Director: \_\_\_\_\_

Number of Parishes in your Area \_\_\_\_\_ Number that belong to LVFC \_\_\_\_\_

**DUE: March 15**      Send one copy of this form to:

1. State President
2. Vice Presidents: **one** copy to Program **& one** to Public Policy
3. State Advisor
4. Keep one copy for your files

|                                                                                                   |  |  |  |  |  |  |  |  |              |
|---------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--------------|
| <b>Name of Parish:</b>                                                                            |  |  |  |  |  |  |  |  | <b>Total</b> |
| New Members gained in your parish in past year                                                    |  |  |  |  |  |  |  |  |              |
| A. Current year's membership and clubs                                                            |  |  |  |  |  |  |  |  |              |
| 1. # clubs in parish 12-31 past year                                                              |  |  |  |  |  |  |  |  |              |
| 2. # members in parish 12-31 past year                                                            |  |  |  |  |  |  |  |  |              |
| 3. # new clubs joined parish?                                                                     |  |  |  |  |  |  |  |  |              |
| 4. # men belonging to clubs                                                                       |  |  |  |  |  |  |  |  |              |
| 5. # programs held to promote VFC membership                                                      |  |  |  |  |  |  |  |  |              |
| 6. How many people reached?                                                                       |  |  |  |  |  |  |  |  |              |
| # of other organizations involved                                                                 |  |  |  |  |  |  |  |  |              |
| 7. How many other activities (news releases, exhibits, etc.) were held to promote VFC membership? |  |  |  |  |  |  |  |  |              |
| How many were reached?                                                                            |  |  |  |  |  |  |  |  |              |
| B. Describe unique methods to increase membership                                                 |  |  |  |  |  |  |  |  |              |
| C. Were Marketing-Membership packets used?                                                        |  |  |  |  |  |  |  |  |              |
|                                                                                                   |  |  |  |  |  |  |  |  |              |
|                                                                                                   |  |  |  |  |  |  |  |  |              |

|                                                                  |  |  |  |  |  |  |  |  |              |
|------------------------------------------------------------------|--|--|--|--|--|--|--|--|--------------|
| <b>Name of Parish:</b>                                           |  |  |  |  |  |  |  |  | <b>Total</b> |
| D. Participation in State Meetings                               |  |  |  |  |  |  |  |  |              |
| 1. # from parish attended State meeting                          |  |  |  |  |  |  |  |  |              |
| 2. # attended Area meeting during year                           |  |  |  |  |  |  |  |  |              |
| 3. # participated in VFC Leadership LLL Training during the year |  |  |  |  |  |  |  |  |              |
| E. Contributions                                                 |  |  |  |  |  |  |  |  |              |
| 1. Scholarships                                                  |  |  |  |  |  |  |  |  |              |
| a. # parish awards?                                              |  |  |  |  |  |  |  |  |              |
| b. \$ value of scholarships?                                     |  |  |  |  |  |  |  |  |              |
| 2. Leader Development Fund                                       |  |  |  |  |  |  |  |  |              |
| a. Did your parish contribute in past year                       |  |  |  |  |  |  |  |  |              |
| b. Amount contributed?                                           |  |  |  |  |  |  |  |  |              |
| 3. Civic Projects                                                |  |  |  |  |  |  |  |  |              |
| a. Did you contribute?                                           |  |  |  |  |  |  |  |  |              |
| b. Amount contributed?                                           |  |  |  |  |  |  |  |  |              |
| 4. Health Projects                                               |  |  |  |  |  |  |  |  |              |
| a. Did you contribute?                                           |  |  |  |  |  |  |  |  |              |
| b. Amount contributed?                                           |  |  |  |  |  |  |  |  |              |
| F. LVFC WEEK - Describe briefly:                                 |  |  |  |  |  |  |  |  |              |
| NOTE: Is a 2 minute report attached?                             |  |  |  |  |  |  |  |  |              |

## ANNUAL REPORT CHANGES TO NOTE!!

Dear Parish Presidents and Area Directors:

At the Convention in Alexandria, April 14, 2011, the LVFC Board met and discussed reporting. The following was decided:

- Family, Literacy, Environment, International and Marketing Reports will no longer be so complicated and the Report should only consist of Forms for the numbers and an essay or story of parish activities for the year. This description of activities should be not more than 2 typed pages. This will eliminate heavy books and expensive postage.
- Numbers you keep from your activities are used by the LSU AgCenter and are also useful if you apply for grants. Forms to be used have been given to Parish Presidents and are also available at [lsuagcenter.com](http://lsuagcenter.com) by clicking on about us (at top), then click on professional organizations, then click on LVFC handbook.
- Pictures and news articles will no longer be a necessary part of the actual report. Instead, the Council President will include with her parish president's report several separate or loose labeled pictures and news articles of the parish programs and projects. The Council President will send the Parish President's report (Form 15 in the handbook), and these loose pictures and news articles to the Area Director.
- It will then be the responsibility of the Area Director to use the pictures and articles from the parishes in their area to make a display board as a visual story of the area's activities. These boards will be on exhibit at the 2016 state convention for all members to see.
- EACH PARISH ISSUES CHAIRMAN SHOULD SEND THEIR REPORTS BY JAN. 31, 2016. Parish educational chairmen will use the report forms-Family Life #17A, Literacy #17B, Environment #17C, International #17D and Marketing Form-Page 34. THESE FORMS WILL BE SENT TO THE FOLLOWING STATE CHAIRMEN:

2015-2016 Family (Form 17-A) to Maxine Wilson, 53 W. Chalmette Circle, Chalmette, LA 70043-4325

2015-2016 Literacy (Form 17-B) to Elaine Chatagnier, 1142 Connie Rd., Iota, LA 70543-4612

2015-2016 Environment (Form 17-C) to Marilyn Strickland, 5291 Pine Island Hwy., Jennings, LA 70546

2015-2016 International (Form 17-D) to Glenda Bonneval, 4821 St. Mary Ct., Metairie, LA 70006

2015-2016 Marketing (Page 34 Form) to Cheryl Bradley, 8126 Buras Avenue, Metairie, LA 70003-6504

PARISH PRESIDENT'S REPORT (FORM 15 IN HANDBOOK) NEEDS TO BE SENT TO AREA DIRECTOR, STATE LVFC PRESIDENT, STATE LVFC VICE PRESIDENT FOR PROGRAMS, STATE LVFC VICE PRESIDENT FOR PUBLIC POLICY AND STATE LVFC ADVISOR. SEND YOUR PICTURES AND CLIPPINGS WITH YOUR REPORT TO YOUR AREA DIRECTOR ONLY.

Below are the names and addresses of the Area Directors to send Form 15, pictures and clippings to:

2015 Area Reports

Area 1 Mary Hennegan, 1721 Robin St., Marrero, LA. 70072-5136, 504/347-2772

Area 2 Linda Loupe, 8784 Hwy. 1, Lockport, LA 70374-9708, (985)532-0013

Area 4 Judy Broussard, 804 S. John M. Hardy Dr., Abbeville, LA 70510-7140, (337) 893-4857

2016 Area Reports:

Area 1 Jinx Berthelot, 18561 Clio St., Port Vincent, LA 70726-8013, (225) 963-0279

Area 2 Linda Loupe, 8784 Hwy. 1, Lockport, LA 70374-9708, (985)532-0013

Area 4 Elaine Chatagnier, 1142 Connie Rd., Iota, LA 70543-4612, (337) 523-0615

Below are the names and addresses of 2015 - 2016 State Officers who get a President's Report:

President-Sylvia Guillotte

18420 Son Guillotte Rd.

Jennings, LA 70546-8306

Vice President for Programs-Mary Ann Boudreaux

4936 Imperial Dr.

Houma LA 70360-2843

Vice President for Public Policy-Terri Latimer

1115 North Range Ave.

Denham Springs, LA 70726

Advisor-Dr. Karen Overstreet

297D Knapp Hall, LSU

Baton Rouge, LA 70803

Remember parish issues chairmen's reports are due to State Chairmen by Jan. 31, and Presidents' Reports are due to Area Directors by January 31 also—Be sure to send a copy of Parish President's Reports and Area Director's Reports to the LVFC President, LVFC Vice President for Programs, LVFC Vice President for Public Policy and to Dr. Karen Overstreet.

Thank you for working to make our organization even better!

Fondly,

Rena Labat, LVFC Past President

Parish: \_\_\_\_\_ Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**FAMILY LIFE REPORT** FORM 17-A  
**LIST ALL FAMILY LIFE PROGRAMS PRESENTED IN PARISH – Due Jan. 31**  
 This form will be used 2015-2016

| <b>FAMILY LIFE</b><br>Programs Presented<br>Send Form with <u>1 pg. summary</u> of work. | Where Presented:<br>Club, Council,<br>etc. | # Attending/<br># Collected | \$ Spent | \$ Donated |
|------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------|----------|------------|
| <b>FAMILY INVOLVEMENT:</b>                                                               |                                            |                             |          |            |
| BULLYING                                                                                 |                                            |                             |          |            |
| DOMESTIC ABUSE                                                                           |                                            |                             |          |            |
| <b>TEACH CHARACTER:</b>                                                                  |                                            |                             |          |            |
| CHARACTER COUNTS/ CRITTERS                                                               |                                            |                             |          |            |
| YOUTH VOLUNTEERS                                                                         |                                            |                             |          |            |
| <b>HEALTHY HABITS:</b>                                                                   |                                            |                             |          |            |
| My Plate/Healthy Snacks                                                                  |                                            |                             |          |            |
| Women's Health Issues                                                                    |                                            |                             |          |            |
| <b>NETWORK WITH GROUPS:</b>                                                              |                                            |                             |          |            |
| DONATIONS TO SERVICE AGENCIES                                                            |                                            |                             |          |            |
| <b>STRESS MANAGEMENT</b>                                                                 |                                            |                             |          |            |
| FAMILY FINANCES                                                                          |                                            |                             |          |            |
| <b>FRAUD &amp; SCAMS</b>                                                                 |                                            |                             |          |            |
| <b>CAREGIVING</b>                                                                        |                                            |                             |          |            |
| ALZHEIMERS                                                                               |                                            |                             |          |            |
| <b>VOLUNTEER WEEK:</b>                                                                   |                                            |                             |          |            |
|                                                                                          |                                            |                             |          |            |
|                                                                                          |                                            |                             |          |            |
| <b>Great Louisiana Family</b><br>Entry      Yes?              No?                        |                                            |                             |          |            |
| List Media ONE TIME ONLY FOR EACH:                                                       | (contd. on Pg. 2)                          |                             |          |            |

Media Coverage: Newspaper Article \_\_\_\_\_ Radio \_\_\_\_\_ TV \_\_\_\_\_  
**Clubs** send completed form to **Parish Family Life Chairman**, who combines Club info & sends to **State Family Life Chairman**: Maxine Wilson, 53 W. Chalmette Cir., Chalmette, LA 70043-4325

**LIST ALL FAMILY LIFE PROGRAMS PRESENTED IN PARISH – Due. Jan 31**

[illegible]

Parish: \_\_\_\_\_ Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

### LITERACY REPORT

FORM 17-B

This form will be used 2015-2016

Due Jan. 31

| LITERACY                                               | Count | \$ Spent | \$ Donated |
|--------------------------------------------------------|-------|----------|------------|
| Books read by members                                  |       |          |            |
| Used books donated                                     |       |          |            |
| New books donated                                      |       |          |            |
| Overall Total                                          |       |          |            |
| Give Book reports                                      |       |          |            |
| Programs presented                                     |       |          |            |
| Programs attended                                      |       |          |            |
| Overall Total                                          |       |          |            |
| <b>LIBRARY:</b>                                        |       |          |            |
| Library used –inquiry, checking out materials, reading |       |          |            |
| Use library for research-card catalog or computers     |       |          |            |
| Overall Total                                          |       |          |            |
| Magazines                                              |       |          |            |
| Newspapers                                             |       |          |            |
| Exhibits                                               |       |          |            |
| Feature Article, Article of Interest & Poetry Contest  |       |          |            |
| Vote for Library tax & millage renewals                |       |          |            |

LIST THE 5 MOST IMPORTANT LITERACY ACTIVITIES IN YOUR PARISH:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Clubs** send completed form to **Parish Literacy Chairman**, who combines Club info & sends to **State Literacy Chairman**: Elaine Chatagnier, 1142 Connie Rd., Iota, LA 70543-4612.

Parish: \_\_\_\_\_ Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**ENVIRONMENT REPORT**

**FORM 17-C**

LIST ALL **ENVIRONMENT** PROGRAMS PRESENTED IN PARISH – **Due Jan. 31**

This form will be used 2015-2016

| ENVIRONMENT<br>Club Members' Action      | Number<br>Participating | Quantity | \$ Spent | \$ Donated |
|------------------------------------------|-------------------------|----------|----------|------------|
| Recycled: Newspapers                     |                         |          |          |            |
| Magazines                                |                         |          |          |            |
| Plastic bags, bottles                    |                         |          |          |            |
| Batteries                                |                         |          |          |            |
| Cell phones                              |                         |          |          |            |
| Greeting cards                           |                         |          |          |            |
| Ink cartridges                           |                         |          |          |            |
| Mardi Gras beads                         |                         |          |          |            |
| Aluminum cans                            |                         |          |          |            |
| Pull tabs                                |                         |          |          |            |
| Motel amenities(toiletries)              |                         |          |          |            |
| Eyeglasses                               |                         |          |          |            |
| Coupons for Schools                      |                         |          |          |            |
| Clothing                                 |                         |          |          |            |
| Preserved Food                           |                         |          |          |            |
| Planted trees                            |                         |          |          |            |
| Picked up litter                         |                         |          |          |            |
| Donate Christmas trees for coastal reefs |                         |          |          |            |
| Have house plants                        |                         |          |          |            |

List any other Environment practices:

1.

2.

3.

List all programs presented, where & number attended:

1.

2.

3.

Media Coverage list ONE time for each: Newspaper Article \_\_\_\_\_ Radio \_\_\_\_\_ TV \_\_\_\_\_

**Clubs** send completed form to **Parish Environment Chairman**, who combines Club info & sends to **State Environment Chairman**: Marilyn Strickland, 5291 Pine Island Hwy., Jennings, LA 70546.



Parish: \_\_\_\_\_ Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

# **INTERNATIONAL REPORT**

**FORM 17-D**

**LIST ALL INTERNATIONAL PROGRAMS PRESENTED IN PARISH – Due Jan. 31**

This form will be used 2015-2016

| <b>INTERNATIONAL</b><br>Programs Presented<br>Send Form <u>with 1 pg. summary</u> of work. | Where<br>Presented:<br>Club, Council,<br>etc. | # Attending/<br># Collected | \$ Spent | \$ Donated |
|--------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|----------|------------|
| International Day:                                                                         |                                               |                             |          |            |
| Study a different country                                                                  |                                               |                             |          |            |
| Have International speakers                                                                |                                               |                             |          |            |
| Participate in World Food Day                                                              |                                               |                             |          |            |
| Inform of various world aspects                                                            |                                               |                             |          |            |
| <b>Donate</b> to International ministries:                                                 |                                               |                             |          |            |
| Heifer International                                                                       |                                               |                             |          |            |
| Shoes for Orphan Souls                                                                     |                                               |                             |          |            |
| Mothers Without Borders                                                                    |                                               |                             |          |            |
| Food For the Poor                                                                          |                                               |                             |          |            |
| Samaritan's Purse: Operation Christmas                                                     |                                               |                             |          |            |
| Dresses for Haiti                                                                          |                                               |                             |          |            |
| Little Dresses for Africa                                                                  |                                               |                             |          |            |
| Clip Coupons for Military                                                                  |                                               |                             |          |            |
| Other <b>International</b> Programs:                                                       |                                               |                             |          |            |
| Share Heritage Skills                                                                      |                                               |                             |          |            |
| Life writing-your family history                                                           |                                               |                             |          |            |
| Donations: food, clothing, money, etc.                                                     |                                               |                             |          |            |
|                                                                                            |                                               |                             |          |            |
| List Media ONE TIME ONLY FOR EACH:                                                         |                                               |                             |          |            |

Media Coverage: Newspaper Article \_\_\_\_\_ Radio \_\_\_\_\_ TV \_\_\_\_\_

**Clubs** send completed form to **Parish International Chairman**, who combines Club info & sends to **State International Chairman**: Glenda Bonneval, 4821 St. Mary Ct., Metairie, LA 70006.

Page 130

# Louisiana VFC Volunteer Hours (CVUs)

FORM 18

Please send CVU certificate \_\_\_\_\_ or Seal \_\_\_\_\_ (Check one.) DEADLINE JAN. 31.

Name \_\_\_\_\_ Club Name \_\_\_\_\_

Parish \_\_\_\_\_ Area \_\_\_\_\_

| COMMUNITY HOURS                       | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | #Reached |
|---------------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|----------|
| <b>VFC(work/meets)</b>                |     |     |     |     |     |      |      |     |      |     |     |     |          |
| State                                 |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Area                                  |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Parish                                |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Club                                  |     |     |     |     |     |      |      |     |      |     |     |     |          |
|                                       |     |     |     |     |     |      |      |     |      |     |     |     |          |
| <b>Civic</b>                          |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Schools                               |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Hospitals                             |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Women's Shelter                       |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Abuse Center                          |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Pregnancy Center                      |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Scouts                                |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Lions Camp                            |     |     |     |     |     |      |      |     |      |     |     |     |          |
|                                       |     |     |     |     |     |      |      |     |      |     |     |     |          |
| <b>Church</b>                         |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Bereavement Meals                     |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Teaching/Plan                         |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Festivals                             |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Trips                                 |     |     |     |     |     |      |      |     |      |     |     |     |          |
|                                       |     |     |     |     |     |      |      |     |      |     |     |     |          |
| <b>EXTENSION</b>                      |     |     |     |     |     |      |      |     |      |     |     |     |          |
| 4-H                                   |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Judging                               |     |     |     |     |     |      |      |     |      |     |     |     |          |
|                                       |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Nursing Homes                         |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Shut-ins                              |     |     |     |     |     |      |      |     |      |     |     |     |          |
| <b>Total Community</b>                |     |     |     |     |     |      |      |     |      |     |     |     |          |
| <b>FAMILY WORK</b>                    | Jan | Feb | Mar | Apr | May | Jun  | July | Aug | Sept | Oct | Nov | Dec | #        |
| Elderly/Sick to Dr.                   |     |     |     |     |     |      |      |     |      |     |     |     |          |
| Prepare Applications-SS-Medicare/caid |     |     |     |     |     |      |      |     |      |     |     |     |          |
|                                       |     |     |     |     |     |      |      |     |      |     |     |     |          |
| <b>Total Family Hrs.</b>              |     |     |     |     |     |      |      |     |      |     |     |     |          |

Send to: Lina Miller, CVU Chairman, 460 Camp Edgewood Rd., DeQuincy, LA 70633

Parish

FORM LLL#3

## CHART TO RECORD LLL CLASSES AND HOURS EARNED

[illegible]

Send completed LLL Form#1 with your 15 or 30 hour application from pg. 109, or LLL Form#260 hour Master Trainer application from pg. 110 to: Terri Latimer, Vice-President for Public Policy, 1115 North Range Ave., Denham Springs, LA 70726 by March 15. **Include a copy of each certificate** for 15, 30 or 60 hours to prove the number of hours earned.

## Financial Matters



# Louisiana Volunteers for Family & Community, Inc.

*Leadership \* Education \* Service*

## DUES COLLECTION INSTRUCTIONS

*Please read these instructions in full in order to make the membership dues collection process easier and more accurate.*

1. **Make copies** of all forms before completing them so that you can have extra copies during the year for clubs. Use these forms for **2015 -2016**.
2. Parish treasurer shall collect dues from each member and send **one check made out to LVFC** for the total amount to:  
Cheryl Bradley, LVFC Membership Chairman,  
6017 Ruth St., Metairie, LA 70003-3737.
3. Enclosed is a **Membership List** for your parish from last year.
  - A. Draw a **red line** through the names of members that **have not** paid this year's dues. Have clubs **check each member's information** for accuracy.
  - B. Members should fill out & sign a ***new membership form*** for the following ***only***:  
**New members or a change of address. Phone or email changes** may be printed legibly on the old membership list. Please check for all **nine zip code numbers.**
4. Complete and send: 1) **Form 19**, with a 2)**check**, the 3)**corrected parish membership list** and any 4) **new membership forms**. **Keep a copy** for your records.
5. Dues are **acceptable any time of the year**, but only those received by the **deadline** of **November 30** will be considered for **number of voting delegates** allowed at the State Convention.

LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.



FORM 19

## DUES NOTICE

**DUE: NOVEMBER 30th**

Complete and send this form with **2015** dues to:

Cheryl Bradley  
LVFC Membership Chairman  
6017 Ruth St.,  
Metairie, LA 70003-3737  
(504) 733-0739  
Jafcel@aol.com

Annual dues will be **\$10.00** for each member.

Number of Memberships \_\_\_\_\_ Parish \_\_\_\_\_

Please make your check payable to Louisiana Volunteers for Family & Community, Inc.  
Sign form and **keep a copy** for your records.

|                                                    |         |          |
|----------------------------------------------------|---------|----------|
| Indicate the amount enclosed for LVFC, Inc. – Dues | Total   | \$ _____ |
|                                                    | Check # | _____    |

Parish  
President: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Parish  
Treasurer: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Note: Attach** 1) a completed, **SIGNED MEMBERSHIP FORM** for EACH NEW member, or member with a **CHANGE** in information: address, phone # or email,  
2) **THE CORRECTED PARISH LIST**,  
3) **this COMPLETED FORM**, and  
4) **ONE CHECK** made out to LVFC.

**LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.**

**MEMBERSHIP FORM**

**FORM 20**

(PLEASE PRINT OR TYPE CLEARLY)  
(DO NOT ABBREVIATE CITY, PARISH OR STREET NAMES)

☐

**NEW MEMBER**

☐

**CHANGES**

NAME \_\_\_\_\_  
FIRST M. I. LAST

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ 9 DIGIT ZIP CODE \_\_\_\_\_

PARISH OF VFC MEMBERSHIP \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ALL ABOVE INFORMATION SHOULD BE PROVIDED BY THE MEMBER**

**DUES PAID**

**STATE DUES \$10.00**

**\$ \_\_\_\_\_**

**PARISH COUNCIL TREASURERS**

REMIT **ONE PARISH CHECK**

**PAYABLE TO LVFC TO:**

CHERYL BRADLEY  
LVFC MEMBERSHIP CHAIRMAN  
6017 RUTH ST.  
METAIRIE, LA 70003-3737  
(504) 733-0739

**HELPING LOUISIANA FAMILIES REACH THEIR POTENTIAL THROUGH  
LEADERSHIP AND EDUCATION**



**Leadership Development Fund**  
**Contribution to Louisiana Volunteers for Family and Community, Inc.**

Complete this form and mail with your check to the State Treasurer at the address shown at the bottom of the page. Make payable to "LVFC Leadership Development Fund."

A. Enclosed is a check for \$ \_\_\_\_\_

B. This contribution is: (Check one and complete appropriate blanks)

1. \_\_\_\_\_ A memorial

Name of deceased person: \_\_\_\_\_

Name and address of family member to be notified of this memorial contribution:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_ An honorary gift (in honor of someone who is still living)

Name of living person: \_\_\_\_\_

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

\_\_\_\_\_

Accomplishment(s) for which this person is being honored. (Describe briefly. This will be written on the card which will be sent to the person being honored.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Name and complete mailing address of the individual or group making this contribution:

\_\_\_\_\_  
 Name of Individual or Group Mailing address (Street, Box, etc.)

\_\_\_\_\_  
 City Parish State and Zip Code

Send to: Pat Chauvin, LVFC Treasurer, 610 Holiday Dr., Houma, LA 70364-2652.

**Parish Expense Form for LVFC Convention**

**FORM 22**

Fill out this form, make **three copies**, attach receipts and give to the convention chairman. (One copy for convention chairman's file, one for the treasurer's file, and one will be returned with check for parish files.)

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

Committee Assignment: \_\_\_\_\_

| List store (business) and expenses incurred:<br>(Example: Wal-Mart - place cards) | Amount |
|-----------------------------------------------------------------------------------|--------|
|-----------------------------------------------------------------------------------|--------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total: \_\_\_\_\_

Attach receipts.

Make check payable to: \_\_\_\_\_

Name and address of person to mail check to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Credentials report for LVFC Convention****FORM 23**

|    |                                                                             |                         |                      |
|----|-----------------------------------------------------------------------------|-------------------------|----------------------|
| 1. | Number of parishes that belong to the State Organization                    | _____                   |                      |
|    | Number of parishes that paid state dues on time                             | _____                   |                      |
|    | Number of parishes registered _____ Attending                               | _____                   |                      |
|    |                                                                             | Potential<br>Attendance | Actual<br>Attendance |
|    | Number of voting delegates from<br>these parishes                           | _____                   | _____                |
|    | Number of Executive Board Members<br>with vote                              | _____                   | _____                |
|    | <b>Total Votes</b>                                                          | _____                   | _____                |
| 2. | Number of eligible parishes with no voting<br>delegates at the meeting      | _____                   |                      |
|    | Number of eligible parishes without their<br>full quota of voting delegates | _____                   |                      |
| 3. | Number of clubs and members in the parish organizations<br>that paid dues   | _____                   |                      |
|    | Number of clubs _____                                                       |                         |                      |
|    | Number of members _____                                                     |                         |                      |
|    | Total Number of Members _____                                               |                         |                      |

Attached are lists of all voting delegates present.

\_\_\_\_\_  
State Treasurer  
Credentials Committee Chairman

LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC. **FORM 24**  
TRAVEL AND EXPENSE VOUCHER

To be reimbursed for expenses, do the following:

1. To avoid delay ATTACH RECEIPTS for all expenses.
2. Make 3 copies. Send 2 copies to **LVFC President** within 14 DAYS from the time the expense occurs.

Name \_\_\_\_\_ Address \_\_\_\_\_  
LVFC TITLE \_\_\_\_\_ City/Zip \_\_\_\_\_  
PURPOSE OF EXPENSE \_\_\_\_\_

**MEALS AND LODGING (ATTACH RECEIPTS FOR BOTH)**

| Date | Breakfast | Lunch | Dinner | Lodging<br>(Attach Receipts) | Daily Total |
|------|-----------|-------|--------|------------------------------|-------------|
|      |           |       |        |                              |             |
|      |           |       |        |                              |             |
|      |           |       |        |                              |             |
|      |           |       |        |                              |             |
|      |           |       |        |                              |             |

\*Must be filled in to be reimbursed for meals. **Attach receipts** for all **meals not included** in convention packet.

**TRAVEL EXPENSES – State President**

| Date traveled | Destination | Plane or Bus Fare<br>(Attach receipt) | Total |
|---------------|-------------|---------------------------------------|-------|
|               |             |                                       |       |
|               |             |                                       |       |

**OTHER AUTHORIZED EXPENSES \*\* (ATTACH RECEIPTS)**

| Date | Telephone | Postage | Printing Supplies | Miscellaneous | TOTAL |
|------|-----------|---------|-------------------|---------------|-------|
|      |           |         |                   |               |       |
|      |           |         |                   |               |       |
|      |           |         |                   |               |       |
|      |           |         |                   |               |       |
|      |           |         |                   |               |       |

(\*\*Authorized Expenses-includes **only those items** listed in the budget or which have been **specifically approved** by the President or Executive Board.)

GRAND TOTAL \_\_\_\_\_

Date Submitted \_\_\_\_\_ Signature \_\_\_\_\_

Date Approved \_\_\_\_\_ President's Signature \_\_\_\_\_

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_

ALLOWANCES: (You are paid **actual expenses not to exceed amounts** shown below including tax and tips)  
Breakfast - \$8.00 - Lunch - \$12.00 - Dinner - \$15.00 – and Lodging - \$40.00 a night. (Revised April, 2012)

**Louisiana Volunteers for Family and Community, Inc.      FORM 25**  
**Personal Medical Record**

Please return with \_\_\_\_\_ registration. **PLEASE PRINT.**  
 I understand this information will be kept private and used only in case of a medical emergency.

NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE(     ) \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ FEMALE \_\_\_ MALE \_\_\_

In case of emergency please contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone #(     ) \_\_\_\_\_

24hr. Phone # \_\_\_\_\_ HOSPITAL \_\_\_\_\_

INSURANCE: \_\_\_\_\_ MEMBER #: \_\_\_\_\_

GROUP/POLICY #: \_\_\_\_\_ MEDICARE #: \_\_\_\_\_

**Brief, current** MEDICAL HISTORY: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**LIST ALL MEDICATIONS: PLEASE PRINT ( Prescription and over the counter),  
 VITAMINS, HERBS TAKEN REGULARLY OR AS NEEDED.**

|                           |                             |                    |
|---------------------------|-----------------------------|--------------------|
| <b>NAME OF MEDICATION</b> | <b>DOSAGE</b>               | <b>TIMES A DAY</b> |
| (as written on bottle)    | (in milligrams(mg.) or oz.) | (1 tablet x 3)     |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

DRUG ALLERGIES: \_\_\_\_\_

FOOD ALLERGIES: \_\_\_\_\_

All of the above information is correct and up to date.

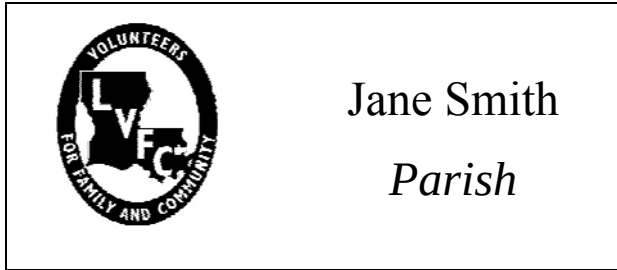
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.

LVFC NAME BADGE ORDER FORM FORM 26

**PLEASE PRINT OR TYPE LEGIBLY. YOUR NAME WILL APPEAR ON BADGE EXACTLY AS YOU PRINT OR TYPE IT. USE THIS FORM IN 2015-2016.**

EXAMPLE:



Logo will be done in 3 color photo-etch stick-on disc.  
1 1/2 " by 3 " purple and white letters with magnetic back.

**PARISH NAME** \_\_\_\_\_ Must be filled in to put on the badge.

NAME

NAME

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Price per name badge = **\$5.50**, if picked up.

Number ordered \_\_\_\_\_ x **\$7.50 each, if shipped. Check Total \$** \_\_\_\_\_

**Name badges will be shipped to the Parish President or Treasurer** for distribution to members:

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

Address (Street or P. O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

**REMIT ONE CHECK PAYABLE TO: LVFC.**

**Send all orders to:** Cheryl Bradley, LVFC Membership Chairman,  
6017 Ruth St., Metairie, LA 70003-3737

**Please allow approximately 6 weeks for delivery.**

LOUISIANA VOLUNTEERS FOR FAMILY AND COMMUNITY, INC.

LVFC LAPEL PIN ORDER FORM FORM 26A

PLEASE PRINT OR TYPE LEGIBLY. THIS PIN MAY BE WORN BY ALL CURRENT DUES-PAYING LVFC MEMBERS. USE THIS FORM IN 2015-2016.

EXAMPLE:



Logo will be done in deep purple on a white background with gold lettering, 1 1/4 inches high by 7/8 inches wide.

PARISH NAME \_\_\_\_\_

NAME

NAME

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Price per lapel pin = **\$4.60** pin (add \$2.54 for shipping = \$7.14 each).

Number ordered \_\_\_\_\_ x \$4.60 each (if not mailed) or \$7.14, if mailed.

Check Total \$ \_\_\_\_\_

Lapel pins will be given out at the March Board meeting, April Convention and Fall Workshop. If shipped to the Parish President or Treasurer, please add \$2.54 per pin to your order.

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

Address (Street or P. O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

**REMIT ONE CHECK PAYABLE TO: LVFC.**

**Send orders to:** Cheryl Bradley, LVFC Membership Chairman,  
6017 Ruth St., Metairie, LA 70003-3737

Questions: **Call Cheryl at 504-733-0739.**

## LVFC BUDGET 2016

### ANTICIPATED DISBURSEMENTS:

#### I. EXECUTIVE BOARD MEMBERS WITH VOTE

|                                                                                                                        |                   |
|------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>A. PRESIDENT</b> - State Convention, Winter Board Meeting, Communications, Postage, Phone                           | <b>\$2,000.00</b> |
| <b>B. PAST PRESIDENT</b> - Winter Board & State Convention                                                             | \$600.00          |
| <b>C. PRESIDENT ELECT</b> – Winter Board & State Convention                                                            | \$300.00          |
| <b>D. VICE PRESIDENT FOR PUBLIC POLICY</b> - Winter Board, State Convention, Communications, Postage, & Phone          | <b>\$350.00</b>   |
| <b>E. VICE PRESIDENT FOR PROGRAMS</b> - Winter Board, State Convention, Communications, Postage & Phone                | <b>\$350.00</b>   |
| <b>F. TREASURER</b> - Winter Board, State Convention, Postage, Printing, Bond, Audit, IRS Report, Checkbook & Supplies | <b>\$1,000.00</b> |
| <b>G. SECRETARY</b> - Winter Board, State Convention, Postage, Phone                                                   | <b>\$ 500.00</b>  |
| <b>H. AREA DIRECTORS (3 @ \$250.)</b> - Winter Board, State Convention, Postage and Phone                              | <b>\$750.00</b>   |

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#### II. APPOINTED BOARD MEMBERS WITHOUT VOTE:

|                                                                                                                    |                  |
|--------------------------------------------------------------------------------------------------------------------|------------------|
| <b>A. AREA SECRETARIES (3 @ \$170.00)</b> - State Convention Postage and Communications                            | <b>\$ 510.00</b> |
| <b>B-1. EDUCATION CHAIRMEN(3 @ \$300.00)</b> Winter Board, State Convention, Postage and Phone                     | <b>\$ 900.00</b> |
| <b>B-2. EDUCATION COMMITTEE MEMBERS</b><br>State Convention <b>(6 @ \$100.00)</b>                                  | <b>\$600.00</b>  |
| <b>C-1. DEVELOPMENT FUND-RAISING CHAIRMAN</b><br>Winter Board Meeting, State Convention, Postage, Printing & Phone | <b>\$300.00</b>  |
| <b>C-2. DEVELOPMENT FUND-RAISING COMMITTEE MEMBERS</b><br><b>(4 @ \$125.00)</b> State Convention                   | <b>\$500.00</b>  |
| <b>D. MARKETING &amp; MEMBERSHIP CHAIRMAN</b><br>Winter Board, State Convention, Communications, Postage, etc.     | <b>\$600.00</b>  |



|                                                                                                       |                 |
|-------------------------------------------------------------------------------------------------------|-----------------|
| <b>E. PARLIAMENTARIAN (BY-LAWS CHAIRMAN)</b><br>Winter Board Meeting, State Convention, Postage, etc. | <b>\$300.00</b> |
| <b>E-2. BY-LAWS COMMITTEE MEMBERS (2 @ \$40.00)</b><br>State Convention - 1 day & night               | <b>\$80.00</b>  |
| <b>F. LEGISLATIVE CHAIRMAN - Winter Board, State Convention</b>                                       | <b>\$300.00</b> |
| <b>G. "LA. BAYOU" EDITOR - Winter Board, State Convention</b>                                         | <b>\$300.00</b> |
| <b>H. SCHOLARSHIP CHAIRMAN - Winter Board, State Convention</b>                                       | <b>\$250.00</b> |
| <b>I. CVU CHAIRMAN - Winter Board, State Convention</b>                                               | <b>\$300.00</b> |
| <b>J. INTERNATIONAL CHAIRMAN - Winter Board, State Convention</b>                                     | <b>\$300.00</b> |
| <b>K. HANDBOOK CHAIRMAN – Printing</b>                                                                | <b>\$600.00</b> |

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**III. OTHER EXPENSES:**

|                                                                                                                   |                           |
|-------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>A. NAFCE FOUNDATION REFUND</b>                                                                                 | <b>\$4,400.00</b>         |
| <b>B. NAN TARWATER SCHOLARSHIP</b>                                                                                | <b>\$400.00</b>           |
| <b>C. ELLEN LENOIR SCHOLARSHIP</b>                                                                                | <b>\$500.00</b>           |
| <b>D. BETTY JANE FAIRCHILD SCHOLARSHIP</b>                                                                        | <b>\$2,000.00</b>         |
| <b>E. OTHER MEETINGS AT PRESIDENT'S REQUEST</b><br>Budget, By-Laws, Scholarship, Audit                            | <b>\$500.00</b>           |
| <b>F. LEADERSHIP DEVELOPMENT - Educational team</b><br>materials, printing, professional programs, handouts, etc. | <b>\$4,750.00</b>         |
| <b>F. SEED MONEY FOR 2015 CONVENTION</b>                                                                          | <b>\$2,000.00</b>         |
| <b>G. LIABILITY INSURANCE</b>                                                                                     | <b>\$5,890.00</b>         |
| <b>I. CONTINGENCY FUND – Plaques, Frames, CVU Seals, Bank Charges</b>                                             | <b>\$300.00</b>           |
| <b>J. AREA ACTIVITIES (3@ \$250.00)</b>                                                                           | <b>\$750.00</b>           |
| <b>K. 4-H FOUNDATION</b>                                                                                          | <b>\$500.00</b>           |
| <b>L. BULK POSTAGE</b>                                                                                            | <b>\$1,800.00</b>         |
| <b>M. LA BAYOU</b>                                                                                                | <b><u>\$ 1,700.00</u></b> |

|                                    |                           |
|------------------------------------|---------------------------|
| <b>TOTAL PLANNED DISBURSEMENTS</b> | <b><u>\$37,180.00</u></b> |
|------------------------------------|---------------------------|

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**ANTICIPATED RECEIPTS:**

|                                                                  |                    |
|------------------------------------------------------------------|--------------------|
| <b>A. STATE DUES ( 900 @ \$10.00 )</b>                           | <b>\$9,000.00</b>  |
| <b>B. FOUNDATION REFUND PROJECT</b>                              | <b>\$4,800.00</b>  |
| <b>C. NAN TARWATER SCHOLARSHIP</b>                               | <b>\$400.00</b>    |
| <b>D. ELLEN LENOIR SCHOLARSHIP</b>                               | <b>\$500.00</b>    |
| <b>E. BETTY JANE FAIRCHILD SCHOLARSHIP</b>                       | <b>\$2,000.00</b>  |
| <b>F. INTEREST FROM INVESTMENTS</b>                              | <b>\$580.00</b>    |
| <b>G. TRANSFER FROM FUND RAISING CD FOR EDUCATIONAL PROGRAMS</b> | <b>\$6,000.00</b>  |
| <b>H. DEVELOPMENT FUND RAISING PROJECT</b>                       | <b>\$2,000.00</b>  |
| <b>I. TRANSFER FROM GENERAL FUND CD TO GENERAL FUND CHECKING</b> | <b>\$6,250.00</b>  |
| <b>J. TRANSFER FROM LEADERSHIP DEVELOPMENT FUND</b>              | <b>\$5,650.00</b>  |
| <b>TOTAL ANTICIPATED RECEIPTS</b>                                | <b>\$37,180.00</b> |

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PRESENTED BY: PATRICIA D. CHAUVIN,  
LINDA LOUPE,  
RENA LABAT

JAN ESHLIMAN - APRIL 15, 2015 (accepted @ LVFC Convention)

**Louisiana Volunteers for Family and Community, Inc.  
2015 Task Calendar**

**September**

**Parish Treasurers** - Membership drive: collect dues and complete membership forms from parish VFC members during September and October. **These are due to State Membership Chairman by Nov. 30.**

**October**

**1 Domestic Violence Awareness Month  
National Safety Month  
Breast Cancer Awareness Month**

**TBA LVFC Audit Committee** – meets to begin state audit

**TBA LVFC Officers & Chairmen's Training** – Baton Rouge  
**2016 Task Calendar** to Executive Board Members, State Advisor and Parish Presidents

**20 & 21 LVFC Mini College, Lod Cook Center, LSU Campus, Baton Rouge**

**30 Parish Officers** - Begin putting together information for Annual Reports due January 31, 2016.

**Parish Presidents** - Mail a complete **Parish Officer and Chairmen's list**; include changes that will be in effect for January, 2016, to State **Membership Chairman**.

**November**

**30 Parish Treasurers** - Deadline for State Dues (for computing parish voting delegates), Dues Notice (Form 19), all **original signed** New Member forms, corrected 2015 **Parish list** and **one** dues check to State **Membership Chairman**.

**December**

**1 Parish Presidents & Chairs** – Begin filling out Annual Report forms and gathering information from your parish clubs to send to the proper State officers, Area Directors and/ or State Educational chairs. Request photos and news articles to send to your Area Director for the Area display board.

**Louisiana Volunteers for Family and Community, Inc.  
2016 Task Calendar**

**January**

- 1 Parish Presidents** distribute the following forms and information to your council members:  
Key Leader (Form 8)  
25-year, 50-year and 75-year members (Forms 9 & 9A)  
5-10-15-20-year members (Form 10)  
30-35-40-45-Over 50-year members (Form 10A)  
Great Louisiana Family (Form 11)  
Community Champions Information (Page 116)  
CVU Hours (Form 18) Send **1 LIST PER PARISH** with information to Lina Miller
- TBA LVFC Board Meeting** – Efferson Hall, LSU Baton Rouge, 9:30 A.M.
- 31 All forms listed above** are **due back** to respective state chairmen
- State Treasurer** - Begin preparing 2016 Proposed Budget for approval at **April 11, 2016** Board Meeting.
- Parish Presidents - President's Report (Form 15)** due to Area Directors.
- 31 Parish Reports due:**  
**Parish Educational Chairmen's Annual Reports (Forms 17A-D)** to State Chairmen  
**Parish Marketing Chairmen** - Submit **Marketing Report Form (Page 29)** to State Marketing Chairman.

**February**

- 1 State President** - Request State Proclamation from Governor for LVFC Week April 10 - 16, 2016
- 1 Parish Presidents** - Submit list of **deceased parish members** to Convention Memorial Chairman (Form included in Convention Registration Packet)
- TBA LVFC Convention Registration Chairman** - Send Convention Registration packets to Parish Presidents, LVFC Executive Board and Committees
- 3 Area Directors** - Contact any parish not submitting a Parish President's Report. Contact all Parishes reminding them to send in their **photographs** for display on Area Exhibit Boards at State Convention.
- Prepare **Area Directors Report (Form 16)** and mail to: State President, Vice President for Public Policy, Vice President for Programs and State Advisor.
- TBA Budget Committee** - Prepare 2017 Proposed Budget

**TBA Bylaws Committee** - Discuss possible **Bylaw changes** based on recommendations from State VFC entities. Time and place to be announced.

**15 LVFC 1<sup>st</sup> Timer to State Conference** scholarship application **(Form 4) due**

**16 Bylaws Chairman** - Mail copies of proposed Bylaws changes to Executive Board 30 days prior to the April 11, 2016 Board Meeting.

## **March**

**TBA LVFC Board Meeting** – Efferson Hall, LSU Baton Rouge, 9:30 A.M.  
**(If not held in January.)**

**11 Parish Treasurers** – **Registration for all Parish members attending due for April 11-13, 2016, LVFC Convention. One parish check only, please.**

**15 LLL (Louisiana Learning and Leading) Master Leadership Trainer** applications for 60 Hours due to State Vice President for Public Policy (**Form LLL #2** in handbook) or 15 & 30 hour Certification **LLL Form #1. Include LLL Form #3 Chart** of classes attended & a copy of each certificate.

**Parish Presidents** – Submit:

**Heart of LVFC** Award Nominee (Form 13) to State President and

**Spirit of LLL** Award Nominee (Form 14) to State Vice President for Public Policy.

**Area Directors** send Area Reports (Form 16) to State President, Vice President for Program, Vice President for Public Policy and State Advisor

**Scholarship Applications** for the following are **due** to State Scholarship Chairman:

Ellen Lenoir Scholarship – Form 1

Nan Tarwater Davis Scholarship – Form 2

LVFC Area College Scholarship – Form 3

Mini Grants Applications – Forms 5 & 6

## **April**

**10-16 LVFC Volunteer Week/Great Louisiana Families' Week** –Parishes can have their parish government recognize Volunteer Week.

**11 LVFC Executive Board Meeting**, Wyndham Garden, **Lafayette, La.**

**11 – 13 LVFC Convention – LVFC 2016 Convention**, Wyndham Garden, **Lafayette, La.**  
Hosted by Area 4

## **August**

**15 State Membership Chairman** - Mail Dues Notices, 2017 Membership Forms to **Parish Treasurers.**

**State President** – Mail New President/Officers Form to Parish Presidents

## September

**Parish Treasurers** - Membership drive: collect dues and complete membership forms from parish VFC members **during September and October**. **These are due to State Membership Chairman by Nov. 30.**

## October

- 1**     **Domestic Violence Awareness Month**  
**National Safety Month**  
**Breast Cancer Awareness Month**

**TBA**   **LVFC Audit Committee** – meets to begin state audit

**TBA**   **LVFC Officers & Chairmen's Training** – Baton Rouge  
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