Preparation of a Future Homemakers of America Chapter Handbook for Local Chapters in South Dakota

Karen Hofer Balsbaugh

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PREPARATION OF A FUTURE HOMEMAKERS OF AMERICA CHAPTER
HANDBOOK FOR LOCAL CHAPTERS IN SOUTH DAKOTA

BY
KAREN HOFER BALSEBAUGH

A thesis submitted
in partial fulfillment of the requirements for the degree Master of Science, Major in Home Economics Education, South Dakota State University

1969

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This thesis is approved as a creditable and independent investigation by a candidate for the degree, Master of Science, and is acceptable as meeting the thesis requirements for this degree, but without implying that the conclusions reached by the candidate are necessarily the conclusions of the major department.

Thesis Adviser

Date

Head, Home Economics Dept.

Date
ACKNOWLEDGMENTS

The author would like to express her sincere appreciation to the many individuals who helped make this study possible.

To her adviser, Dr. Lilyan K. Galbraith, for her help, patience, and guidance throughout this study.

To Miss Imogene Van Overschelde, State FHA Adviser, for her suggestions and assistance throughout this study.

To the selected home economics teachers in vocational schools in South Dakota.

To State FHA Advisers who contributed to this research.

To her parents and husband for their patience and help throughout this study.

KRB
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INTRODUCTION

This introduction includes: Purpose of the Study, Setting for the Study, and Limitations of the Study.

Purpose of the Study

The purpose of this study was to provide a Future Homemakers of America (hereafter referred to as FHA) handbook for South Dakota which would assist officers, and advisers in carrying out chapter, state, and national association responsibilities.

Setting for the Study

The South Dakota Association of FHA is an organization affiliated with the national association. All information from the national office is channeled to the state FHA adviser, who in turn uses the material as a method of communication with the region and local chapters.

Before this study, all communiques sent by the state FHA adviser were in the form of loose sheets. Upon receiving the loose sheets, local chapters used their own method of organizing and filing the material for later use.

In that the author developed a real interest in FHA as the result of having been a chapter adviser for four years, State Chapter Adviser for one year and having been adviser to a state officer, she realized the need for organizing all FHA material for the local chapter.
As the result of this suspected need, Miss Imogene Van Overschelde, State Home Economics Supervisor and State FHA Adviser recommended that the materials being sent to chapters be organized into a handbook to be printed and distributed to FHA chapters in South Dakota.

Limitations of the Study

National publications on FHA and handbooks from state FHA advisers were the primary sources of information.

Twenty-five states had handbooks from which the author could compare the contents.

It was not practical to try out the handbook before completion, but the table of contents was evaluated by a group of FHA advisers.
Items included in the review of literature are: Background of FHA, Philosophy of FHA, Review of National Publications, and a Review of State Handbooks.

Background of FHA

Preparation of a FHA handbook for South Dakota involves a look into the background of the organization itself.

"Future Homemakers of America is the national organization of girls and boys studying home economics in junior and senior high schools of the United States and Puerto Rico, and in American Schools overseas".\(^1\)

The national organization is composed of chartered state associations. The state association in South Dakota is made up of nine regions which consist of affiliated, local chapters in high schools. During 1967-1968, South Dakota had 118 affiliated chapters and over 6000 members. The national association of Future Homemakers of America was founded in 1945 upon the request of interested home economics groups. The present membership of the national association is over 600,000.\(^2\)

High School home economics teachers are the local advisers, and members of state home economics education staffs are the state advisers. On the national level, FHA is sponsored jointly by the


\(^2\)Ibid.
Home Economics Unit of the United States Office of Education and the American Home Economics Association. Cooperating groups are the National Education Association through its home economics department, and the American Vocational Association through its home economics division.

**Philosophy of FHA**

From material prepared by the national headquarters staff the following is quoted:

> The home economics education program in the secondary school is the foundation on which the FHA program is built. The organization, functioning as an integral part of the home economics education program, provides a framework in which youth-planned and youth-directed activities can be extended beyond the classroom to enrich learning.³

To further interest in home economics, home economics careers, and related occupations. 4

Amidon reported at the 1963 FHA National meeting the following:

Yes, the FHA have all along had worthwhile programs and projects... As it grows... it will take on new and greater responsibilities. An unlike a man or woman, this organization will always have its great resource—the youth, its members. With truly creative minds, with ever increasing access to new knowledge, with high ideals, its members will continue to invent new programs, new approaches, and reveal new insights to their advisers—the adults who also grow as they exercise responsible leadership. The teachers working with members and parents, with state advisers, and teacher educators... comprise a team that meshes the abilities of youth and adults and the resources—local, state, and national—for the achievement of goals and programs. 5

A National Program of Work is developed by FHA to serve as a guide to state associations and local chapters. Two objectives with nine national projects are planned for national emphasis during the period 1965-69. These objectives and projects are determined by FHA members, based on a survey of the needs and interests of youth today. "A National Program of Work makes it possible for chapter members across the country to work toward common objectives. It also helps to insure that FHA will enrich the home economics program in the schools." 6

The National Objectives and Projects for 1965-1969 are:
Objective I: To help each family member recognize his abilities and strive for their full development. National Projects: Individuality Counts; Jobs, Careers, and You; Good Health—A Valuable Asset; Morals and Manners Matter; Good Family Relations Through


5Edna P. Amidon, "It's Great to be 18", Teen Times, XIX (September/October, 1963) 19.

Communications. Objective II: To participate actively in projects for family, community, and world improvement. National Projects: Citizenship Challenges You; Make Your Money Behave; Your Neighbors Near and Far; Leisure Time-Constructive Time.  

Review of National Publications

The Official policies are reported in the **Official Guide for FHA**. It contains the history, facts, by-laws, ceremonies and policies of the organization.  

The national **Chapter Handbook** is intended to help members of FHA find or work out answers to questions that come up when they join the organization, are appointed to committees, develop a chapter program of work, or meet other situations typical of FHA. The national Chapter Handbook contains the following information:

- **Our Beliefs**—What it means to be a Future Homemaker of America,
- **Relate and Correlate**—Suggestions to help advisers make the FHA program an integral part of the total home economics program,
- **Program of Work**—Your chapter's plan for the year,
- **Chapter Meetings**—Making them interesting and productive,
- **Ways of Working**—Taking your part in FHA leadership,
- **Advisers**—Their responsibilities and rewards,
- **Members**—Their responsibilities and rewards,
- **Officers**—Duties of committees and committee members,
- **Chapter Parents and Advisory Boards**—Their duties and responsibilities,
- **Public Relations**—The job and how to do it,
- **Evaluation**—How you are doing and how you can improve.  

Another publication, **Teen Times**, is the national magazine for FHA. It contains ideas for carrying out the National Program of Work.  

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7 *ibid.*


Articles are contributed by national and state officers, and local chapters. A Teen Times Index has been printed as a subject index from 1945-1967.

There are several publications for groups desiring to organize an FHA Chapter. They are: So You Want To Organize A Chapter of FHA, Join Future Homemakers of America, and FHA in Focus. In these booklets advisers may receive general information on how to organize a chapter.

Two publications which would assist chapters in working with other groups in the area are Cooperative and Competitive Activities in Home Economics Education, and When You Work with Groups.

A public relations pamphlet available for program planning is Home Economics Job and Career Opportunities.

An Adviser's Guide To Help Future Homemakers of America Evaluate Their Own Growth is FHA's newest publication. It is an aid for the home economics teacher/adviser to help FHA members evaluate their individual and chapter experiences.

Chapter members working toward degrees may find a Guide To Help You Grow As A Future Homemaker of America, helpful. It gives general suggestions for working toward Junior and Chapter Degrees.
Review of State Handbooks

FHA handbooks are prepared by states for various reasons. The purposes of the Maryland Association Handbook are:

1. To provide some background of information about the national organization of Future Homemakers of America.

2. To familiarize officers, chapter members and advisers with the constitution and major policies of the Maryland Association of Future Homemakers of America.

3. To provide information that will assist members, officers, and advisers in carrying out chapter and state association responsibilities.10

The Florida Handbook for 1965-66 "was prepared to provide basic information for planning, carrying out and evaluating activities of local chapters of the organization".11

Idaho Association indicated:

The purpose of this book is to bring together the programs which are being carried on by the six districts.... This book is an attempt...to assemble as much resource material as possible on the district level. It is intended that this book will serve as a resource book for district advisers and district officers...12

The Missouri Association features a state program planning guide. "A state program of work is developed each year by the State Executive Council....to serve as a guide to regional associations and

10Maryland, Handbook Maryland Association of Future Homemakers of America, (Frederick: Maryland Association of Future Homemakers of America, 1961)


local chapters. It makes possible work toward common objectives throughout the State of Missouri.\(^{13}\) The Missouri State Executive Council meets following the national FHA convention each year and selects and objective and projects for emphasis during the succeeding year.

Several states have more than one handbook. The Tennessee Association has two handbooks. One contains permanent information such as by-laws, degrees of achievement, etc. An additional handbook gives explicit information for state officers. Items included in this type were: "State Executive Council, Procedure Used in Developing the State Program of Work, Cues on Public Relations, and All About Expenses."\(^{14}\)

Another state with more than one state publication is Ohio. They have developed small handbooks in the following areas: Award of Merit, Twenty Years of Progress, Helps for Starting an FHA Chapter in Your School, Constitution and by-laws, State Homemaker Degree (perforated pages), Junior and Chapter Degrees of Achievement, and FHA Program Materials.

The Colorado Association has one general handbook and separate handbooks for state projects such as: Senior Citizens, Public Relations, Calendar for Year, Beautification.

\(^{13}\)Missouri, Missouri Association of Future Homemakers of America Guide, (Jefferson City: Missouri Association of Future Homemakers of America, 1965)

\(^{14}\)Tennessee, Officer's Handbook, (Nashville: Tennessee Association of Future Homemakers of America, 1965)
The Nebraska Handbooks are divided according to information which is more permanent and that which is current and published for that year.

The New Mexico Association Handbook contains primarily forms needed by the chapter during the year. They include: "Affiliation form, Application for State Officer, Selecting State Honorary members, Scholarship forms, and Final report".15

Some of the states prepare special handbooks for: local officers (Vermont), local advisers (Connecticut), District Officers (Iowa, Idaho), District Advisers (Kansas, Idaho), State officers and regional advisers (Washington).

States vary in their methods of organizing the contents of the handbook. The New York Association has nine general categories: "Planning, Program of Work, Management in the Chapter, Public Relations, Evaluation, Election Procedures for State Officers, Election Procedures for District Officers, Election Procedures for National Officers, Sources of Help".16

The Hawaiian Association has the following breakdown for the table of contents: "Development of FHA in Hawaii, Creed, Purposes, Constitution and by-laws, Ceremonies and rituals, Degrees of

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15New Mexico, Guidebook for FHA in New Mexico, (University Park: New Mexico Association of Future Homemakers of America, 1965)

Achievement, Suggestions for Chapters, Qualifications for State Officers, and Sources of FHA references and materials."\textsuperscript{17}

Handbooks which were of general nature were: West Virginia, Georgia, Colorado, Michigan, New York, Vermont, Virginia, Kentucky, Maryland, Hawaii, and Mississippi.

\textsuperscript{17}Hawaii, Official Guide for Hawaiian Association of FHA, (Honolulu: Department of Education, 1963)
PROCEDURE

Under procedure, the following items were included: Questionnaire to South Dakota Home Economics Teachers, Examination of Available State Handbooks, and Questionnaire to State FHA Advisers.

Questionnaire to South Dakota Home Economics Teachers

A questionnaire dealing with the current organization of materials used by local FHA chapters in South Dakota was given to thirteen home economics teachers attending a curriculum workshop at South Dakota State University during the summer of 1967 and sent to thirty-four home economics teachers in representative schools in the nine FHA regions. All were FHA chapter advisers. Forty-four or 87 percent responded and their answers indicated a definite need for a handbook. For questionnaire, see Appendix, Exhibit A.

Examination of Available State Handbooks

So that some degree of uniformity could be reached, additional information was needed to determine what type of chapter handbooks other states had. Miss Imogene Van Overschelde, State FHA Adviser, wrote to all the State FHA advisers requesting copies of their chapter handbooks. Twenty-five handbooks were received from other states and examined for information necessary for a questionnaire to state advisers. For information see pp. 8-11.
Questionnaire to State FHA Advisers

A questionnaire using items taken from the handbooks in addition to those in the questionnaire sent to South Dakota FHA chapter advisers was prepared. It was sent to 49 state FHA advisers, and the FHA advisers in the District of Columbia and Puerto Rico. A self-addressed, stamped envelope was enclosed with a transmittal letter and the questionnaire. The purpose of the questionnaire was to learn from the FHA advisers what items they felt were most important to include in a local chapter handbook. Forty-six out of 51 questionnaires were completed for a 90.2 percent return. For letter and questionnaire, see Appendix, Exhibit B.

Upon compiling the data from the two questionnaires the author prepared items to be included in the proposed South Dakota handbook. Additional information was sent to her from Miss Van Overschelde and revised where needed. Final approval was made by the state FHA adviser.

Evaluation of Table of Contents for Handbook

The handbook was then evaluated by several home economics teachers attending the 1968 summer session at South Dakota State University. Suggestions were made by these individuals and improvements made where practical.

Conclusions were drawn and recommendations made.
RESULTS OF INVESTIGATION

Results of the investigation are reported in the following: Questionnaire to South Dakota Home Economics Teachers, Evaluation of State FHA Handbooks, Questionnaire to State FHA Advisers, and Teacher Evaluation of Table of Contents for Handbook.

Questionnaire to South Dakota Home Economics Teachers

The questionnaire given to home economics teachers revealed that 52.2 percent had five or more years of experience as FHA adviser. Six or 13.6 percent had only one year of experience. This information is found in Table 1.

Table 1. Years of Experience as FHA Adviser of Selected Home Economics Teachers in South Dakota

<table>
<thead>
<tr>
<th>Years</th>
<th>Number</th>
<th>Total Response</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td>44</td>
<td>13.6</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>44</td>
<td>6.8</td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>44</td>
<td>15.9</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>44</td>
<td>11.5</td>
</tr>
<tr>
<td>5 or more</td>
<td>23</td>
<td>44</td>
<td>52.2</td>
</tr>
</tbody>
</table>

In planning for a handbook the author was interested in learning how the chapters were using one of the national publications, the Chapter Handbook. Results of this information were tabulated in Table 2.
### Table 2. Use of National Chapter Handbook by Selected FHA Advisers in South Dakota

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Total Response</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>To learn duties and qualities of officers</td>
<td>37</td>
<td>44</td>
<td>83.9</td>
</tr>
<tr>
<td>To learn responsibilities of advisers</td>
<td>29</td>
<td>44</td>
<td>65.9</td>
</tr>
<tr>
<td>To learn responsibilities of members</td>
<td>27</td>
<td>44</td>
<td>61.4</td>
</tr>
<tr>
<td>To learn duties of committees</td>
<td>26</td>
<td>44</td>
<td>59.1</td>
</tr>
<tr>
<td>To plan program of work</td>
<td>26</td>
<td>44</td>
<td>59.1</td>
</tr>
<tr>
<td>To conduct business meetings</td>
<td>17</td>
<td>44</td>
<td>38.6</td>
</tr>
<tr>
<td>To develop chapter leadership</td>
<td>16</td>
<td>44</td>
<td>36.4</td>
</tr>
<tr>
<td>To utilize chapter parents</td>
<td>9</td>
<td>44</td>
<td>20.5</td>
</tr>
<tr>
<td>To use effective public relations</td>
<td>7</td>
<td>44</td>
<td>15.9</td>
</tr>
</tbody>
</table>

Results in Table 2 indicate the Chapter Handbook was used primarily to: Learn duties and qualities of officers, 83.9 percent, to learn responsibilities of advisers, 65.9 percent, to learn responsibilities of members, 61.4 percent, to learn duties of committees, 59.1 percent, and to plan program of work, 59.1 percent.

Results from the section of the questionnaire which related to contents of the handbook were tabulated in Table 3.
Table 3. Response to FHA questionnaire submitted to selected home economics teachers in the nine FHA regions in South Dakota

<table>
<thead>
<tr>
<th>Item</th>
<th>Replies (Percent)</th>
<th>Total Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of FHA in South Dakota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar of FHA events</td>
<td>53.5, 77.5, 10.0</td>
<td>40</td>
</tr>
<tr>
<td>Facts about FHA</td>
<td>86.3, 9.1, 4.5</td>
<td>44</td>
</tr>
<tr>
<td>Organizing chapters</td>
<td>65.2, 34.9, --</td>
<td>43</td>
</tr>
<tr>
<td>Keys to active chapter</td>
<td>52.3, 45.5, 2.1</td>
<td>44</td>
</tr>
<tr>
<td>Duties of chapter officers</td>
<td>79.5, 13.6, 6.8</td>
<td>44</td>
</tr>
<tr>
<td>Working with chapter parents</td>
<td>38.6, 56.8, 4.5</td>
<td>44</td>
</tr>
<tr>
<td>Suggested chapter experiences</td>
<td>41.9, 55.9, 3.1</td>
<td>43</td>
</tr>
<tr>
<td>FHA file information</td>
<td>47.7, 45.5, 6.8</td>
<td>44</td>
</tr>
<tr>
<td>Parliamentary procedure</td>
<td>77.3, 22.7, --</td>
<td>44</td>
</tr>
<tr>
<td>Degrees of achievement</td>
<td>72.7, 25.0, 2.3</td>
<td>44</td>
</tr>
<tr>
<td>Qualifications of Officers</td>
<td>79.1, 20.9, --</td>
<td>43</td>
</tr>
<tr>
<td>Ways to observe FHA week</td>
<td>32.6, 60.5, 6.9</td>
<td>44</td>
</tr>
<tr>
<td>Use of Teen Times</td>
<td>15.9, 70.5, 13.6</td>
<td>44</td>
</tr>
<tr>
<td>Honorary membership</td>
<td>32.6, 62.8, 4.7</td>
<td>43</td>
</tr>
<tr>
<td>Ceremonies and rituals</td>
<td>79.1, 18.6, 3.0</td>
<td>43</td>
</tr>
<tr>
<td>State constitution and by-laws</td>
<td>83.9, 13.6, 2.5</td>
<td>44</td>
</tr>
<tr>
<td>National Program of Work</td>
<td>62.0, 33.3, 4.8</td>
<td>42</td>
</tr>
<tr>
<td>National and state publications</td>
<td>38.7, 54.8, 56.0</td>
<td>42</td>
</tr>
<tr>
<td>Scholarship information</td>
<td>43.2, 56.8, --</td>
<td>44</td>
</tr>
<tr>
<td>State and National projects</td>
<td>61.4, 34.1, 4.5</td>
<td>44</td>
</tr>
<tr>
<td>Regional divisions</td>
<td>52.0, 40.5, 7.5</td>
<td>42</td>
</tr>
<tr>
<td>Map of regions</td>
<td>44.1, 53.5, 3.0</td>
<td>43</td>
</tr>
<tr>
<td>Rotation of officers</td>
<td>65.9, 34.1, --</td>
<td>44</td>
</tr>
</tbody>
</table>
Items related to the efficiency of the chapter were rated as necessary or desirable by ninety percent or more of the teachers. These items include: Facts about FHA, Organizing chapters, Keys to active chapter, Duties and qualifications of officers, Parliamentary procedure, and FHA file information.

Items which do not change each year were rated high as necessary and desirable to include. The State constitution and by-laws, 97.5 percent; a listing of National and state publications, 93.5 percent; Scholarship information, 100 percent; Ceremonies and rituals, 97.1 percent; and Honorary membership, 95.4 percent.

A Calendar of FHA events was considered necessary by 53.5 percent, and desirable by 34.9 percent. If the handbook is of a loose-leaf type this item would be helpful in planning the yearly program.

FHA chapters have Chapter Parents to help plan, coordinate and carry out some of the activities. There is a national publication relative to this item which might account for only 38.6 percent rating this as necessary.

In planning the yearly program certain items were rated high as being necessary or desirable. The National Program of Work serves as a guideline for all program planning on the national, state and local levels. Therefore the inclusion of this item was rated necessary by 62.0 percent and desirable by 33.3 percent.

Suggested chapter experiences are planned as ways of carrying out the program of work. Consequently, 55.9 percent valued the inclusion of this time as desirable and 41.9 percent as necessary.
The first week in April is designated as National FHA Week. FHA chapters throughout the nation attempt to emphasize this by different activities each day. Thirty-two and six tenths percent of the teachers considered it necessary and 60.5 percent desirable to suggest ways to observe this week.

Chapters in South Dakota are divided into nine regions. Therefore, information related to the regional system would be needed. Regional divisions rated high with 52.0 percent as necessary and 40.5 percent desirable or a total of 92.5 percent. A Map of Regions rated almost the same with a total for necessary and desirable of 97.1 percent. The Rotation of officers was indicated by 65.9 percent as necessary for inclusion in the handbook and a total of 100 percent as necessary or desirable. This rotation system indicates to the chapters which state officers come from each region each year. Honorary membership, 32.6 percent necessary and 62.8 percent desirable, is given to individuals who have made outstanding contributions to FHA.

In FHA a member may earn three degrees of achievement, Junior, Chapter and State Homemaking degree. This involves quite lengthy projects on the part of each student. Information on Degrees of Achievement, 72.7 percent necessary and 25.0 percent desirable, would give the adviser ideas for student projects and how to carry them out.

Two items were rated low in the necessary column of the survey but were rated highly in the desirable column. Use of Teen Times rated necessary, 15.9 percent and desirable, 70.5 percent. History of FHA in South Dakota rated necessary, 12.5 percent but desirable, 77.5 percent.
Upon evaluating other items of the data supplied by home economics teachers, an enthusiastic 93.2 percent indicated a need to organize FHA material in a handbook for South Dakota.

As to the most effective method of assembling this material, 79.5 percent responded to a looseleaf notebook while 18.2 percent preferred a file folder for keeping the material. One person, 2.3 percent suggested a bound handbook.

Evaluation of State FHA Handbooks

A thorough examination of the handbooks revealed they are prepared for different reasons depending on various needs of the individual states. Examples of these would be: state projects, state and district officers, program of work, and degrees.

Some states publish handbooks annually while others revise periodically as needed.

The materials for the handbook are prepared by state FHA advisers, state FHA officers or committees especially assigned to the revision of the handbook.

Questionnaire to State FHA Advisers

Responses to the items in the questionnaire to state FHA advisers are summarized in Table 4.

The History of FHA rated only 15.8 percent necessary and 42.1 percent desirable or a total of 57.9 percent.
Table 4. Response to FHA questionnaire submitted to state FHA advisers in the United States, District of Columbia, and Puerto Rico

<table>
<thead>
<tr>
<th>Item</th>
<th>Replies (Percent)</th>
<th>Total Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Necessary</td>
<td>Desirable</td>
</tr>
<tr>
<td>History of FHA</td>
<td>15.8</td>
<td>42.1</td>
</tr>
<tr>
<td>Regional divisions</td>
<td>59.0</td>
<td>28.2</td>
</tr>
<tr>
<td>Facts about FHA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>47.5</td>
<td>37.5</td>
</tr>
<tr>
<td>Motto</td>
<td>45.0</td>
<td>40.0</td>
</tr>
<tr>
<td>Emblem</td>
<td>50.0</td>
<td>35.0</td>
</tr>
<tr>
<td>Pin</td>
<td>46.2</td>
<td>38.5</td>
</tr>
<tr>
<td>Flower</td>
<td>45.0</td>
<td>40.0</td>
</tr>
<tr>
<td>Colors</td>
<td>47.5</td>
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<td>79.5</td>
<td>13.6</td>
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<td>28.6</td>
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<td>42.9</td>
<td>33.3</td>
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<td>32.5</td>
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<td>Creed</td>
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<td>Officer-responsibility</td>
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<td>38.1</td>
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<td>18.1</td>
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<td>Map of regions</td>
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<td>Honorary membership</td>
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<td>48.8</td>
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<tr>
<td>Calendar of year</td>
<td>40.5</td>
<td>21.6</td>
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<td>Chapter or district constitution</td>
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<td>Emblem ceremony</td>
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<tr>
<td>Initiation ceremony</td>
<td>26.2</td>
<td>38.1</td>
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<tr>
<td>Degree ceremony</td>
<td>25.0</td>
<td>30.0</td>
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<tr>
<td>Item</td>
<td>Necessary</td>
<td>Desirable</td>
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<tr>
<td>-----------------------------</td>
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<tr>
<td>Annual budget</td>
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<td>37.8</td>
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<td>Official articles</td>
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<td>Teen Times</td>
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<td>19.5</td>
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<td>Chapter parents</td>
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<td>State song</td>
<td>36.1</td>
<td>47.2</td>
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<td>Rotation of officers</td>
<td>72.5</td>
<td>17.5</td>
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<tr>
<td>Filing FHA data</td>
<td>35.9</td>
<td>43.6</td>
</tr>
<tr>
<td>Presentation of flag</td>
<td>13.9</td>
<td>38.9</td>
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</table>
Regional Divisions ranked high in importance with a total of 87.2 percent believing them to be necessary or desirable. Rotation of officers ranked even higher with a total of 90.0 percent, and a Map of Regions rated a total of 88.1 percent.

Many items which might improve the operation and functioning of the chapter were rated as necessary or desirable. They were: Keys to active chapters, 86.8 percent; Organizing chapters, 79.0 percent; Parliamentary procedures, 66.7 percent; Officer responsibilities, 97.6 percent; Adviser responsibilities, 97.7 percent, and Filing FHA data, 79.5 percent.

A very high percentage, 79.5, was given to the inclusion of the State constitution and by-laws.

The Degree ceremonies were not considered necessary and rated only 26.2 percent for the Emblem ceremony, 26.2 percent for the Initiation ceremony and 25.0 percent for the Degree ceremony. However, the Opening and Closing ceremonies rated 71.5 percent for necessary and desirable.

Facts about FHA were important to include and rated as necessary were: Membership, 47.5 percent; Motto, 45.0 percent; Emblem, 50 percent; Pin, 46.2 percent; Flower, 45.0 percent; Colors, 47.5 percent; Degrees, 52.7 percent; and Creed, 50.0 percent.

Forms for Scholarships, Degrees, Annual reports, Application for state officers and Application for honorary membership totaled from 63.2 percent to 79.1 under the necessary and desirable columns.
Installation of officers rated high with 76.2 percent considering it necessary or desirable however, the National Program of Work had 35.0 percent rating it unimportant.

Calendar of the year and Chapter or district constitution had 37.8 percent and 48.6 percent considering them unimportant. The annual budget, 53.8 percent, and Presentation of the flag, 47.2 percent, as unimportant came in this same category.

National and state publications rated about the same with necessary 41.0 percent for national and 40.5 percent for state. *Teen Times* seems to be a part of item one but rated as not necessary with a 66.6 percent. FHA week and State officers rated 47.6 percent and 43.9 percent respectively as necessary.

State song seemed important with a total of 83.3 percent checking necessary or desirable while the total for Chapter parents stood at 71.1 percent.

Honorary membership rated only 26.8 percent necessary but 48.8 percent desirable. This brought the total fairly high.

Suggestions were made by the state supervisors at the end of the questionnaire. Some of them were:

1. "We are very happy with our two booklets—one containing forms, etc., and one of yearly information."

2. Do not include current information that will get out of date unless you plan to publish a new book each year.

3. We color-keyed ours and used no page numbers to keep book current.
4. We used to have this printed each year. In 1959 we decided to have a permanent handbook that contained information that was definite. Material that changes is sent out as supplements or separate releases. Forms, programs of work, calendar of events, etc. are examples of supplements sent. We find this more satisfactory.

5. I would suggest that things be included to give help to chapters that would be usable over a period of time.

6. Have a good index, one easy to use.

7. Omit items if already given in national publications but include items for state and chapter use not available elsewhere and not constantly changing.

8. The important thing is to get it to the chapters very early in the school year.

9. It would be desirable to include chapters on evaluating FHA activities, public relations, and ways of working.

10. Keep a handbook simple including that which they need to operate a successful chapter. Eliminate material published in national publications.

11. Loose leaf binding—easier to keep up to date.

12. Get teachers, state officers and advisers of state officers to contribute ideas."
Teacher Evaluation of Table of Contents for Handbook

Sixteen home economics teachers who are FHA advisers were asked to evaluate the table of contents as prepared by the author. For evaluation sheet, see Appendix, Exhibit C.

All sixteen indicated an affirmative response to the items in the Table of Contents. Suggestions for improvement or deletion were made. They are:

Suggestions for improvement:

--FHA Center and FHA Bulletin Boards next to each other
--National meeting--last instead of with state
--Place _Teen Times_ at end of chapter items
--Place Rotation of State Officers under state items
--Will this include the new state project already proposed?
--Similar items under each area (Chapter, Region, and State) should be stated exactly the same way. For example, selecting honorary members items.

Suggestions for deletion:

--Does appear to be quite long. Could some items be combined and still adequately designate the area? For instance, doesn't Degrees of Achievement include Junior Homemaker Degree, Junior Degree Summary Sheet, Chapter Homemaker Degree, Chapter Homemaker Degree Summary Sheet?

--Fine unless the FHA Junior Degree is broad enough to include everything on that topic rather than breaking it down.

--Rating chapter items could be under one.

--Omit names of state projects.
SUMMARY AND CONCLUSIONS

The purpose of this study was to provide a FHA handbook for South Dakota which would assist officers, and advisers in carrying out chapter, state, and national association responsibilities.

In order to gain knowledge of items to include in a handbook, 25 handbooks from other states were reviewed.

From the 44 responses to a questionnaire sent to home economics teachers in South Dakota, 93.2 percent indicated a definite need to organize FHA material into a chapter handbook.

The two questionnaires sent to South Dakota home economics teachers and to state FHA advisers indicated the importance of including certain items in the handbook. Variations in responses may have been due to:

1. Varying needs of each state for certain items.
2. Size of state.
3. Amount of emphasis placed on FHA by the state.
4. Size of local chapters.
5. Importance of FHA to the local adviser.

Findings revealed that if a handbook is prepared, some method of keeping the material current and up-to-date is necessary. Two main categories were indicated by the responses, namely: FHA information which is of a permanent nature and material which must be kept current. Use of a loose leaf type of handbook was recommended by 79.5 percent of the South Dakota home economics teachers in the survey. The loose leaf
handbook style would facilitate the insertion of new and revised FHA information.

Summarizing the response received from the various sources indicated the items included in the chapter handbook completed would be of value to FHA advisers. For chapter handbook see Appendix, Exhibit D.

Some of the history of South Dakota was included in spite of the low rating by state FHA advisers because the author felt the item was misinterpreted to mean national history and 90.0 percent of the South Dakota teachers rated it necessary or desirable.

A list of national and state publications was included. This was the intention of the author and not the publications themselves and 93.5 percent of the South Dakota teachers considered it necessary or desirable.

How to use *Teen Times* seemed important enough to include since this was the intention, rather than copies of the magazine, and the rating of South Dakota teachers was 86.4 percent necessary or desirable.

Forms for scholarship applications, annual reports, degrees, honorary membership, etc. were included but to be used only in a loose leaf notebook and kept current.

Items included in the Table of Contents were choosen on the basis of the questionnaires to South Dakota FHA advisers, State FHA advisers and with the help of state handbooks and suggestions from Miss Imogene Van Overschelde.

The data which are the support for this decision were tabulated in Table 5.
Table 5. Data Concerning Choice of Items for South Dakota Future Homemakers of America Chapter Handbook

<table>
<thead>
<tr>
<th>Item</th>
<th>South Dakota FHA Chapter Advisers</th>
<th>State FHA Advisers</th>
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<tbody>
<tr>
<td><strong>CHAPTER</strong></td>
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<tr>
<td>Facts about FHA</td>
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<td>85.2</td>
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<td>Sample By-laws for Local Chapter</td>
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<tr>
<td>Selection of Nominating Committee and Officer Candidates</td>
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<tr>
<td>Election of Chapter Officers</td>
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<td>*</td>
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<tr>
<td>Duties and Responsibilities of Officers</td>
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<td>Sample Outline for Minutes of Chapter</td>
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<td>Meetings</td>
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<td>*</td>
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<td>66.7</td>
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<td>Program of Work</td>
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<td>Degrees of Achievement</td>
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<td>FHA Center</td>
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<td>Observing FHA Week</td>
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<td>Evaluation of Regional Meeting</td>
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<td>Application for Regional Honorary Membership</td>
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<td>By-laws of South Dakota Association</td>
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### Table 5. Continued

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<th>State FHA Advisers</th>
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<tr>
<td>State Meeting</td>
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<tr>
<td>National Meeting</td>
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<td>State FHA Newsletter</td>
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<td>Recommendations for State Officers</td>
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<td>Declaration of Intention to Work on State Homemaker Degree</td>
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<tr>
<td>Installation of State Officers</td>
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<td>**</td>
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<td>H-4 Form</td>
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<td>62.1</td>
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*Recommended by author.  
**Recommended by State FHA adviser.
In view of the findings of this study and suggestions made by State FHA advisers, the following recommendations are made by the author:

1. That the chapter handbook be adopted and printed in loose leaf form for use by the South Dakota Association of FHA.

2. That the handbook be left un-numbered with colored sections to facilitate easy insertion of new and revised material each year.

3. That each FHA chapter in South Dakota purchase an official FHA loose leaf notebook in which to keep the handbook material.

4. That sections of the handbook affected by the National Program of Work be revised every four years.

5. That a committee of FHA advisers be chosen to assist the state FHA adviser in revising the chapter handbook. This group should consist of advisers with varying degrees of experience.

6. That Miss Van Overschelde have chapters evaluate the handbook at the end of the first year and make improvements where practical.

7. That chapter advisers be encouraged to keep the handbook up-to-date as material is sent to them by the state FHA adviser.

8. That chapter advisers discuss with the chapter officers the contents of the handbook and its implications for chapter program planning.
9. That this handbook be sent to all State FHA Advisers.

10. That communications be kept open so that new or revised handbooks from other states are available in the state office for use in keeping the chapter handbook up-to-date.
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Amidon, Edna P., "It's Great to be Eighteen," Teen Times, XXI (September/October, 1963), 19.


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Topeka: State Board of Vocational Education.


Frederick: Future Homemakers of America.

Lansing: Department of Public Instruction, 1965.


Missouri. FHA Program Planning Guide.


National Program of Work.

New Mexico. Guidebook for Future Homemakers of America in New Mexico.


Ohio. Award of Merit Handbook.
Columbus: State Department of Education.

Columbus: State Department of Education.

Ohio. Constitution and By-Laws.
Columbus: State Department of Education.

Ohio. Helps for Starting an Future Homemakers of America Chapter in your School.
Columbus: State Department of Education.

Columbus: State Department of Education.
Ohio. **Twenty Years of Progress.** Columbus: State Department of Education.

Pennsylvania. **Petals for Progress.** Harrisburg: Department of Public Instruction, 1967.

**So You Want to Organize a Chapter of FHA.** Washington: Future Homemakers of America.


Dear Home Economics Teacher,

As a South Dakota FHA adviser, I know you are interested in helping your chapter improve. You have been chosen as one of those in your region to supply some needed information.

In cooperation with the College of Home Economics at South Dakota State University and the State Supervisor of Home Economics Education in South Dakota, I am attempting to determine the need for a state handbook for FHA chapters.

We are all aware of how FHA materials are handled on the state level. Approximately 50 percent of the states have this material organized into a handbook, and the question is, "Should South Dakota have a handbook?" Your reply to the enclosed questionnaire will help answer this.

A self-addressed, stamped envelope is enclosed for your convenience. Your help in this project will be greatly appreciated.

Sincerely,

Karen Hofer
QUESTIONNAIRE ON FHA

Check the responses which best represent you and your local FHA chapter.

1. How many years have you served as FHA adviser?
   ____ 1 year
   ____ 2 years
   ____ 3 years
   ____ 4 years
   ____ 5 years or more

2. How have you used the NATIONAL CHAPTER HANDBOOK in your local chapter?
   ____ a. To plan program of work
   ____ b. To conduct business meetings
   ____ c. To develop chapter leadership
   ____ d. To learn responsibilities of advisers
   ____ e. To learn duties and qualities of officers
   ____ f. To learn responsibilities of members
   ____ g. To learn duties of committees
   ____ h. To utilize chapter parents
   ____ i. To use effective public relations
   ____ j. Not frequently used because ____________________________

3. Do you feel a need for more specific information being organized into a South Dakota Chapter Handbook for FHA?
   ____ Yes
   ____ No
4. What method of organizing the information would be most effective?
   ___ a. Loose leaf notebook
   ___ b. File folder
   ___ c. Other

5. Check items for value in a South Dakota Chapter Handbook, ranking as necessary, desirable, or not important.

<table>
<thead>
<tr>
<th>Necessary</th>
<th>Desirable</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Calendar of FHA events</td>
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<td></td>
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<tr>
<td>b. History of FHA in South Dakota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Facts of FHA (membership, creed, purpose, emblem)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. State constitution and by-laws</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. National Program of Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Suggested chapter experiences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. FHA file information</td>
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<td></td>
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<tr>
<td>h. National and state publications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Map of regions in state</td>
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<td></td>
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<tr>
<td>j. Rotation of state and regional officers</td>
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<td></td>
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<td>k. Region divisions</td>
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<td>l. Organizing chapters</td>
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<td>m. Keys to an active chapter</td>
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<td>n. Duties of chapter officers</td>
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<td>o. Working with chapter parents</td>
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<tr>
<td>p. Suggestions for correct parliamentary procedure</td>
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<tr>
<td>Necessary</td>
<td>Desirable</td>
<td>Not Important</td>
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<td>q. Degrees of achievement</td>
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<td>r. FHA Scholarship information</td>
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<td>s. Qualifications for local, regional and state officers</td>
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<tr>
<td>t. Ways to observe FHA week</td>
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<tr>
<td>u. How to use Teen Times</td>
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<td>v. Honorary membership</td>
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<td>w. State and national projects</td>
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<td>x. Ceremonies and rituals</td>
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<td>y. Other</td>
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</table>

FHA Chapter __________________________
Dear State Future Homemakers of America Adviser,

In cooperation with the College of Home Economics at South Dakota State University, and the State Supervisor of Home Economics Education, I am attempting to prepare a Future Homemakers of America chapter handbook for South Dakota.

The purpose of the enclosed questionnaire is to have you evaluate the importance of items to be included in a chapter handbook. This will draw from your experience with using your handbook or from your feeling of the need for a handbook.

The information in the questionnaire is based on the state handbooks received in the state supervisor's office. If you have not sent a handbook to Miss Imogene Van Overschelde, we would appreciate having one from your state.

A self-addressed, stamped envelope is enclosed for your convenience. Your help in this project will be greatly appreciated.

Sincerely,

Karen Hofer
QUESTIONNAIRE ON FHA CHAPTER HANDBOOK

1. Do you presently have a state FHA handbook?
   _____ Yes
   _____ No

2. If so, for whom is it prepared?
   _____ a. Local chapters
   _____ b. State officers and advisers
   _____ c. Other

3. If not, what method is used to organize information sent to homemaking teachers?
   _____ a. Loose sheets
   _____ b. Other

4. Because many of the handbooks examined included the items below, they seem important. If you were preparing a new handbook or revising yours, check those items you would include as necessary, desirable, or not necessary.

<table>
<thead>
<tr>
<th>Necessary</th>
<th>Desirable</th>
<th>Not Necessary</th>
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</thead>
<tbody>
<tr>
<td>a. History of FHA</td>
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5. In evaluating the state handbook some items were listed less frequently. Of the items listed below, which do you feel would be helpful in preparing a state handbook?

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<td>a. State officers</td>
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<td>b. Map of regions</td>
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<td>f. Emblem service</td>
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<td>i. Annual budget</td>
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<td>u. Presentation of flags</td>
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6. What size booklet do you recommend? ______________________

7. How long have you had a handbook?
   _____ a. First year of publication
   _____ b. Dates of revised editions

8. What important changes or suggestions would be helpful in preparing a state handbook for South Dakota? ______________________
All necessary items have been included. YES OR NO

Suggestions for improvements of present items.

Suggestions for additions.

Suggestions for deletions.
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Election of Chapter Officers

Duties and Responsibilities of Officers

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Parliamentary Procedure

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FOREWORD

The purpose of this Future Homemakers of America chapter handbook is to assist officers and advisers in carrying out chapter, state, and national association responsibilities.

A well-planned and developed chapter program provides opportunities for each member to actively participate in meetings and projects. The handbook contains ideas for program planning, budget planning, parliamentary procedure, degrees of achievement, election of officers, evaluation devices and regional and state information.

Karen Hofer  
Graduate Student  
South Dakota State University  
Brookings, South Dakota

Imogene Van Overschelde  
State Home Economics Supervisor and  
State Future Homemakers of America  
Adviser  
Pierre, South Dakota
CHAPTER

FACTS ABOUT FHA

What is FHA?

Future Homemakers of America is the national organization of home economics students in junior and senior high schools. It is an incorporated, non-profit organization, supported by membership dues. Membership in this organization is voluntary. All students who are taking or have taken a home economics course are eligible to join.

This national youth organization has several distinctive features. It provides opportunities for developing individual and group initiative in planning and carrying out activities related to the home. On the local, state and national levels it operates through the framework of the secondary schools. Affiliation is open to all high schools, public and private, providing instruction in home economics.

Toward what do FHA'ers work?

Their goal is to help individuals improve personal, family, and community living. National projects, adopted every four years, guide their activities toward this goal. Projects for 1965-69 are: "Individuality Counts"; "Good Health -- A Valuable Asset"; "Jobs, Careers, and You"; "Morals and Manners Matter"; "Good Family Relations Through Communications"; "Citizenship Challenges You"; "Your Neighbors Near and Far"; "Make Your Money Behave"; "Leisure Time -- Constructive Time."

The state projects include "South Dakota's Beauty -- Our Duty," and "State Scholarship Fund." Four $300 scholarships are given each year to two freshmen and two junior girls majoring in Home Economics Education.

How many members and chapters?

Total national membership is over 600,000 in more than 12,000 local chapters in the United States, the District of Columbia, Puerto Rico, and United States schools overseas. South Dakota has eleven affiliated chapters with 6532 members for 1967-68.

Who sponsors FHA?

National level: FHA is sponsored by two organizations -- the Home Economics Education Unit of the United States Office of Education and the American Home Economics Association. The American Vocational Association and the National Education Association are cooperating organizations. Dr. Bernice Mallory, Office of Education, gives over-all
direction to the FHA program as chairman of the National Advisory Board.

State level: The South Dakota Association of FHA is chartered by the national organization and all local chapters are affiliated both with the state and national organizations. The Home Economics Service of the State Division of Vocational—Technical Education sponsors the South Dakota Association.

How was FHA organized?

a) FHA was founded on June 11, 1945.
b) Consists of 15 youth officers who make up the national executive council.
c) A representative national advisory board serves as the adult governing body, working with the executive council.
d) State and local organizations have their own youth officers and adult advisers.
e) Chapter advisers are home economics teachers in high schools.
f) South Dakota received its charter in December, 1946.
g) South Dakota Association began with forty chapters and 1326 members.
h) South Dakota Association now has 118 chapters and over 6,500 members.

Who is on the professional staff at National Headquarters?

National Adviser, Mildred Reel
Associate National Adviser, Betty Ruth Joyce
Information Director, Pat Mower
Editor of Teen Times, Mildred Stolbach

National Headquarters address and telephone:

Future Homemakers of America, Office of Education

Professional staff at state level:

State Adviser, Imogene Van Overschelde
State Chairman,
State Chapter Adviser,

State Headquarters address and telephone:

Future Homemakers of America
Home Economics Service
State Division of Vocational—Technical Education
Pierre, South Dakota 57501
Telephone: 224-5911, Extension 423 or 424.
ORGANIZING A CHAPTER

Before attempting to organize a chapter of Future Homemakers of America, the home economics teacher should:

a) familiarize herself with FHA. Write to the state office for information.
b) secure the approval and cooperation of the school administration by pointing out the values of this organization and how it could contribute to the welfare of pupils, the home economics program and the school.
c) talk informally with some of the pupils about the possibility of organizing an FHA chapter. Secure some information relative to FHA available for pupils to read. Encourage them to talk with others about it.

The following procedure may then be followed in organizing a chapter:

a) Have a state officer of this region and her chapter present a program to the group as to FHA activities etc.
b) Prepare a bulletin board or exhibit to create interest.
c) Arrange for a meeting of all pupils eligible for membership. (All pupils who are now enrolled in home economics or who have taken a home economics course in junior or senior high school.) The time of the meeting should be convenient to all concerned.
d) Present and explain the purposes and program of the Future Homemakers of America. Information presented might answer such questions as: What is FHA? Why belong to FHA? What do Future Homemakers do? How is FHA related to the homemaking program? How large is the organization? The meeting might include discussion, skits, panels, emblem ceremony, rose ceremony, use of pictures or posters. This information may be presented by the teacher, interested pupils, members of a neighboring chapter, or a combination of these persons. Encourage questions from the group so that all may understand the organization.
e) Provide opportunity for the homemaking pupils to consider whether or not there is a sufficient number who wish to assume the responsibility for organizing and carrying out the work of an FHA chapter.
f) If the group chooses to organize a chapter, provide opportunity to discuss the desirable characteristics of officers and set up criteria for selection of candidates and election procedures.
g) Elect a chairman who will appoint a nominating committee to suggest candidates for chapter officers. The following are suggested: president, vice-president, secretary, treasurer, historian, parliamentarian, reporter, song leader, chapter adviser, and chapter mother and father.
h) Elect officers and appoint committees (committees on by-laws, program of work, membership, finance, etc.)
i) Send membership dues to state adviser and apply for affiliation for
the State Association of Future Homemakers of America.

j) Write by-laws for your chapter and send a copy to the State Adviser.

k) Plan a program of work for the year.

l) Plan an FHA center and organize an FHA file.
SAMPLE BY-LAWS OF FUTURE HOMEMAKERS OF AMERICA CHAPTER*

ARTICLE I

Name-Sponsors-Purposes

SECTION I: Name -- The organization shall be known as the Future Homemakers of America Chapter.

SECTION II: Sponsors -- The sponsors of the chapter shall be the Independent School and High School Homemaking Department. The chapter headquarters will be located in the Homemaking classroom.

SECTION III: Object -- The object of the organization shall be to help individuals improve personal, family and community living through organized programs as part of the homemaking education program in the school.

SECTION IV: Purposes -- The purposes of the organization shall be:
To promote a growing appreciation of the joys and satisfactions of homemaking.
To emphasize the importance of worthy home membership.
To encourage democracy in home and community life.
To work for good home and family life for all.
To promote international good will.
To foster the development of creative leadership in home and community life.
To provide wholesome individual and group recreation.
To further interest in home economics.

ARTICLE II

Membership

SECTION I: Individual Membership -- The chapter shall be composed of students possessing these qualifications:
A. Active members: A student enrolled in a homemaking class in high school, or previously so enrolled, shall be eligible for membership in the chapter. Such members may retain active membership during the time they are enrolled in the high school. Active members shall be eligible to hold offices, to make motions and to vote.

*South Dakota Future Homemakers of America
B. **Associate Members**: Any active members upon graduation from high school may be entitled to associate membership, for a two-year period. Associate members shall have the privilege of attending meetings, of discussion, but shall have no vote.

**SECTION II**: **Honorary Membership** -- Any individual who has rendered outstanding service to the Future Homemakers of America Chapter by advancing its purposes shall be elected by a majority vote at any regular meeting of the Future Homemakers of America Chapter. Honorary members shall have the privilege of attending all meetings of the organization.

**ARTICLE III**

**Dues - Budget**

**SECTION I**: **Chapter Dues** -- The amount of dues will be determined each year by the executive council and voted on by members according to the needs of the chapter.

**SECTION II**: **Budget** -- The budget shall be prepared by the Secretary of the Chapter and submitted to the Chapter Executive Council Members for approval. It will then be presented to individual members at one of the chapter's meetings for adoption.

**ARTICLE IV**

**Officers**

**SECTION I**: **Officers** -- The chapter shall have the following officers: president, vice-president, secretary, treasurer, reporter, historian, song-leader, and parliamentarian.

**SECTION II**: **Qualifications** -- Candidates for chapter office shall have the following qualifications:

A. One year of homemaking.
B. A scholastic rating above average.
C. President should be of junior or senior rank.

**SECTION III**: **Duties**

A. The President shall preside over all business meetings of the chapter; appoint the chairman and members of all special committees; and be a member ex-officio of all committees.
B. The Vice-president shall preside at the absence of the President.
C. Secretary shall keep the minutes of all chapter meetings and attendance of members and serve as chairman of chapter membership committees.

D. Treasurer shall report to members the financial status of the chapter, present the proposed budget for the year to the members and serve as chairman of the fund-raising committee.

E. Reporter shall be responsible to publicize the chapter activities in school and local newspaper and chairman of Future Homemakers of America Week publicity.

F. Historian shall keep records in book of chapter activities, photographs and other materials of importance to the organization.

G. Song Leader shall be in charge of group singing at chapter meetings.

H. Parliamentarian serves as chairman of the committee on by-laws and is in charge of use of parliamentary procedure at each meeting.

SECTION IV: Term of Office -- The officers shall be elected in the spring and the term shall be for one year.

SECTION V: Vacancies -- In the event the office of the president becomes vacant by resignation or otherwise, the vice-president becomes president. Vacancies in all other offices shall be filled by the Executive Council.

ARTICLE V

Chapter Meetings

SECTION I: Chapter Meetings -- At least one chapter meeting shall be held each month to promote the State and Chapter Program of Work.

SECTION II: Special Meetings -- may be called by the Executive Council.

ARTICLE VI

Chapter Executive Council

SECTION I: Chapter Executive Council -- The eight elected chapter officers compose the chapter executive council. The
adviser shall serve as official adviser to the council.

SECTION II: Duties -- The executive council shall:
A. Determine the business to be brought before the members at chapter meetings.
B. Be responsible for planning and promoting the program of work.
C. Make appointment for officers, if vacancies arise.

ARTICLE VII

Chapter Committees

SECTION I: Standing Committees -- There shall be the following standing committees. Each committee shall submit a plan of work for the current year for approval of chapter executive council.
A. Program of Work Committee -- They shall present the proposed program of work to the members. Upon the adoption of the program of work, each member will receive a copy. Chairman of this committee will be vice-president.
B. Finance Committee -- The chairman shall be the treasurer.
C. Membership Committee -- The chairman shall be the secretary.
D. Recreation Committee -- The chairman shall be the song leader.
E. State Future Homemakers of America Newsletter and Teen Times Committee -- The chairman shall be the reporter.
F. Degree Committee -- The chairman shall be the historian.

SECTION II: Members of Standing Committee -- The president shall appoint members in consultation with chapter adviser to serve on one of the standing committees.

SECTION III: Special Committees -- Special committees shall be appointed by the president in consultation with chapter adviser to carry on the work of the organization.

These may be the following committees:
State Meeting Committee
ARTICLE VIII

Chapter Parents

SECTION I: Chapter Parents -- Mothers and fathers of members may be selected to help guide the activities of the year.

SECTION II: Term and number -- This will be determined by the executive council.

ARTICLE IX

Emblem

SECTION I: Emblem -- The emblem of the Future Homemakers of America shall be the emblem as prescribed by the National Future Homemakers of America Association.

SECTION II: Emblems for honorary members, advisers, and chapter parents shall be as prescribed by the National Association.

ARTICLE X

Degrees of Achievement

SECTION I: Degrees of Achievement -- Participation in the Degree of Achievement program shall be optional for members. The three degrees toward which individuals may work shall be: (1) Junior Homemaker, (2) Chapter Homemaker, and (3) State Homemaker.

SECTION II: Degrees of Achievement Symbols -- The symbols shall be as follows: (1) Junior Homemaker -- Key, (2) Chapter Homemaker -- scroll, and (3) State Homemaker -- torch.
ARTICLE XI

Amendments

SECTION I: Amendments -- These by-laws may be amended at the chapter meeting by a two-thirds (2/3) vote of members.

A. Notice of proposed amendment should be presented to chapter members by the chapter adviser one month prior to the chapter meeting when vote is to be taken.
ELECTION OF CHAPTER OFFICERS

We want officers who will:

SERVE - the organization best during the year, not ride on the successes of the past.

WORK - with all members and give everyone an opportunity to participate.

SHARE - leadership with many and, thereby, give others a chance to develop.

REPRESENT - best interests of the group in outside contacts.

BE - dependable.

HELP - plan a program which the group can support wholeheartedly.

WORK - well with the other officers and members.

TRY - their best to make the meetings worthwhile and interesting.

DUTIES AND RESPONSIBILITIES OF OFFICERS

All Chapter Officers:

1. Attend and participate in all Executive Council Meetings.

2. Have a knowledge of the organization.

3. Know and use correct parliamentary procedures.

4. Be familiar with the general responsibilities of all officers, committee members, and members of local chapter.

5. Learn from memory the designated officer's part in all ceremonies.

6. Display leadership ability.

7. Cooperate with chapter adviser.

*Vermont Association of Future Homemakers of America
8. Be on time.

President:

1. Preside over and conduct meetings according to accepted parliamentary procedure.
2. Be familiar with responsibilities of all officers.
3. Appoint committees and serve as ex-officio member of them.
4. Represent the chapter and speak on occasions.
5. Encourage and assist with the carrying out of local, state, and national projects.
6. Be alert to ways of creating and maintaining interest.
7. Always set a good example for fellow Future Homemakers.

Vice-president:

1. Assist the president.
2. Assume duties and responsibilities of president in her absence.
3. May serve as chairman of the program of work committee.
4. See that every member has opportunities to serve in some capacity in carrying out the program of work.
5. Strive to see that the program of the chapter stimulates interest on the part of its members and helps to interpret homemaking to the school and community.

Secretary:

1. Prepare and read the minutes of meetings.
2. Attend to official correspondence.
3. Post notices of meetings.
4. Keep a record of attendance and call roll if time permits.
5. Call meeting to order in the absence of presiding officer.
6. Count and record votes.
7. Keep the permanent records of the chapter in the FHA file.

8. Read communications at meetings.

Treasurer:

1. Determine, with adviser, approved way of handling chapter's funds.

2. Receive and act as custodian of chapter funds.

3. Keep the financial records of the chapter.

4. Pay out chapter funds as authorized.

5. Collect dues and send in state and national dues to State Adviser.

6. Assist in preparing an annual budget of estimated receipts and expenditures.

7. Cooperate with the secretary in keeping an accurate membership roll.

8. Help devise appropriate ways and means of financing chapter activities.

9. Give monthly reports at meetings.

Chairman of Public Relations or Reporter:

1. Prepare news releases and articles for publication.

2. Supply school paper and local newspaper with articles concerning chapter FHA activities -- such as election of officers, monthly programs, attendance at district, regional, and state meetings, FHA week, special programs etc.

3. Send articles concerning chapter to State Newsletter and Teen Times.

4. Keep a file (scrapbook) of articles and pictures relating to chapter activities in the department.

5. Assist in maintaining a chapter bulletin board.

Parliamentarian:

1. Assist in conducting meetings in a business-like way.

2. Rule on points in question concerning parliamentary procedure.
3. Keep in possession the following:
   a. Roberts Rules of Order
   b. Copy of the Official Guide for FHA
   c. Copy of state Constitution and By-laws
   d. Copy of local Constitution and By-laws

4. Count votes

Historian:

1. Keep an accurate history of the organization.
2. Compile all material in a chapter scrapebook.

Chairman of Degrees:

1. Create interest among chapter members in the degree program.
2. Assist members as they work on degrees.
3. Keep necessary records.
4. Serve as chairman of Degree Evaluation Committee.
5. Recognize degree winners at a monthly meeting.

Chapter Mother or Dad:

1. Attend as many meetings and activities as possible.
2. Accompany the chapter delegates and adviser to regional and state meetings, if possible.
3. Assist chapter and adviser with publicity and interpreting the programs to the community.
4. Advise chapter as to needed projects.

Chapter Adviser:

1. Assume the initiative for organizing or sponsoring a chapter in the school.
2. Become familiar with history, purposes, ceremonies, parliamentary procedure, programs of the national, state, and local organizations.
3. Help to acquaint the officers with their duties and responsibilities and assist in carrying them out.
4. Give guidance in setting up program of work and seeing it through to completion.

5. Show interest and enthusiasm in the program.

6. Recognize the importance of correlating the chapter work with class and home experiences in achieving goals of homemaking.

7. Keep members of the chapter informed on the new developments of the national organization and the state and regional associations. Make newsletters and publications accessible to all members.

8. Provide a place in the homemaking department for filing records and keeping materials of the chapter.

9. See that school administrations and the public are kept informed on the activities and developments of the chapter.

10. Assist the members in evaluating their progress toward their goals.
SELECTION OF NOMINATING COMMITTEE AND OFFICER CANDIDATES

There are many advantages in the election of next year's chapter officers before the end of the school year. An early election can serve as a "springboard" of interest for the coming summer and next school year. Officers, knowing their responsibilities, can better collect ideas and materials concerning their individual jobs and thus be prepared for planning chapter activities in the fall.

Selecting the Nominating Committee

The president appoints a nominating committee which should represent all the grades.

Selecting Officer Candidates

The nominating committee, working with the adviser, sets up standards for qualifications of each officer and presents standards to the chapter membership for suggestions and approval. Some suggestions for these are:

President and Vice-president

a) Should be at least a junior during her term of office so that she will have experience and knowledge of the organization.
b) Should have completed at least one year of homemaking instruction.
c) Should have time for the work involved in her office.
d) Should be an active and enthusiastic FHA member and be anxious to promote the purposes of the organization.
e) Should have had experience in holding a position of responsibility in her chapter.
f) Should have leadership ability.

Other officers

a) Secretary -- expresses herself clearly and well in writing; keeps neat and orderly records.
b) Treasurer -- trustworthy in handling funds; careful and accurate in mathematics; keeps careful, neat, and orderly records of receipts and expenditures.
c) Parliamentarian -- interested in and knows parliamentary procedures.
d) Historian -- artistic, neat; interested in keeping a complete local scrapbook and records in an attractive and orderly way.
e) Reporter -- interested in journalism; is able to write clearly and effectively for local papers, and to write clever chapter
Preparing the Ballot

The nominating committee, having secured from chapter members their choice of persons whom they think would be good for each office, will check their qualifications and set up a suggested slate of officer candidates.

Candidates should be contacted beforehand to see if they are willing to accept the responsibilities of the office for which they have been nominated.

A summary of qualifications of each candidate may be prepared and made available to all chapter members for careful consideration several days before the time of the election.
SAMPLE OUTLINE FOR MINUTES OF CHAPTER MEETINGS

Chapter of the Future Homemakers of America met in (place) at (hour) on (month), (day), (year)

__________ presided at the meeting. (no.) members present.

1. Correspondence reported.

2. Approval of minutes of last meeting.

3. Treasurer's report.

4. Old business considered and action taken.

5. New business considered and action taken.

6. Committees appointed.

7. Other action taken.

(Secretary's signature)

Remember: Minutes are a record of what was done—not said.

Use this sheet for taking notes during the chapter meeting.

Following the meeting they may be written up permanently for the secretary's record book.
PARLIAMENTARY PROCEDURE*

Order for a business meeting:

1. The meeting is called to order by the president (opening ceremony).

2. Roll call (sometimes omitted).

3. The minutes of the preceding meeting are read by the secretary.
   a. May be approved as read.
   b. May be approved with additions.

4. Monthly statement of Treasurer is "Received as read and filed for audit."

5. Reports of special committees are called for by the president.

6. Unfinished business.


8. The program: the program is part of the meeting; the president "presides" throughout, but the program chairman introduces program participants or explains procedure for working, etc.

9. Adjournment. The president asks "Is there a motion to adjourn?" Members of an audience are not free to leave until the president declares the "meeting adjourned."

10. Closing ceremony.

A good chairman:

1. Restates the motion clearly after it has been made and seconded, "It is moved and seconded that ____________________ ."

2. Entertains only one main motion at a time.

3. Gives the maker of the motion the first chance to discuss it.

4. Does not permit anyone to speak twice on a motion until all have had a chance to speak once.

*Robert's Rules of Order
5. Gives up the chairmanship only when his comments are definitely for or against the motion; then he may ask the vice-president or another member to serve until the motion is disposed of. After disposal of the motion, the temporary chairman asks the regular chairman to resume the chairmanship.

A good member:

1. Says, "I move", rather than, "I make a motion".

2. Whenever possible, states his ideas in the form of a motion.

3. After he has been recognized by the president, may begin to speak.

4. Will sit instantly if two or three persons rise and address the chair simultaneously, and the floor is assigned to another.

5. In amending motions uses the motion, "to insert", "to add" "to strike out", "to strike out insert", or "to substitute".

6. May either table the motion or postpone indefinitely, but do not do both. If you do, you will be combining two motions which is not proper.

7. Understands the presiding officer when he inquires, "Are you ready for the question?" This means are you ready to have the question put to vote now. If you are not, rise and obtain the floor for debate. This is the proper time to discuss a question.

SIMPLE PARLIAMENTARY TERMS

General terms:

1. The chair -- means the presiding officer: the President, Chairman, Moderator, Commander, or Speaker.

2. The house -- the chapter.

3. The meeting -- a gathering of the society's members.

4. Address the chair -- to speak to the presiding officer.

5. Obtaining the floor -- securing the right to speak.

6. Motion -- the proposal that certain action be taken by the organization.
7. Seconding a motion -- shows that another member approves of the motion.

8. Amending a motion -- to change or modify it.

9. Put the question -- take the vote.

10. The question -- means business before the house.

11. Minutes -- official report on record of the proceedings of a deliberative assembly.

12. Quorum -- the number of members that must be present so that business may be legally transacted.

13. Proxy vote -- a vote cast for an absent member by someone authorized to do so.

14. Pro and con -- usually applied to arguments for and against.

15. Pro tem -- for the time being; acting during the absence of another, as secretary pro tem.

16. Lay a question on the table -- to put a motion aside; may be considered later.

17. Ex-officio -- by virtue of office.

18. Unfinished business -- business that has been carried over from a previous meeting.

19. New business -- business that has been brought before the assembly for the first time.

20. Adjourn -- to close a meeting.

Amendments Change Motions:

After a main motion has been made and seconded . . .

1. I move to amend the motion by . . . Inserting or adding a word, phrase, or sentence. Striking out and inserting a word or phrase or substituting a sentence or paragraph.

2. I second the motion to amend.

3. It has been proposed to amend the motion to read as follows . . . Chair states the main motion and the amendment, so the group will understand how the amendment changes the motion. Amendment
is handled in the same way as a main motion with:

a. Discussion: Is there any discussion?
b. Question: If there is no further discussion, the amend-
ment is ....
c. Vote: All in favor of the amendment ....
d. Chair announces: The amendment is carried (or defeated).
e. The Outcome: The motion now before the house is ....

Motion -- plus the amendment, if carried.

Handling of Main Points:

1. Member stands, addresses chair: Mr. Chairman.

2. Chairman recognizes member: Miss X.

3. Miss X proposes motion: I move that ....

4. Another member: I second the motion.

5. Chairman: A motion has been made by Miss X and seconded that .... Is there any discussion? Discussion must be addressed to the chair (Chairman). Motion may be changed by amendment. If the group does not wish to take final action on the motion, it may dispose of it in some other way.

6. When discussion stops. If there is no further discussion (silence is taken as consent) the motion is -- All in favor please say "Aye" -- yes. All opposed please say "No." If the chair is able to tell from this "voice vote" (viva voce) whether there are more "Ayes" or more "Noes" he announces the result.

7. The Ayes (or Noes) have it. The motion is carried (or is defeated). If any one calls "Division" (questions the voice vote), the chair calls for a show of hands or a standing vote. (All in favor raise your right hand (or stand). All opposed .... If a majority demand it, the vote may be taken by ballot.
PROGRAM OF WORK

Much of the success of the FHA year depends on planning. In some chapters, this planning takes place in June or during the summer. If this is not possible, work on plans should start early in the fall. Planning sessions are conducted by officers with the guidance of the adviser. Greater enthusiasm results when planning is a team effort.

What is a program of work?

A program of work is a guide for the FHA year which makes it possible for all chapters throughout the state to work toward these common goals:

To help members appreciate the importance of good family life.

To help members realize that they are the leaders of tomorrow and must develop their abilities to their fullest potential.

To enable members to work cooperatively to the best of their ability, and to accept the responsibilities placed upon them.

Who is involved in developing a program of work?

The national organization prepares a proposed program of work for a four year period. Each state organization usually accepts the national program of work. State projects are also adopted by each state. Our state projects are the Scholarship Fund and "South Dakota's Beauty -- Our Duty". The local program is developed by the officers and adviser based on the national Program of Work and the state projects.

Why do we have a program of work?

To help the individual members become acquainted with the state and national projects.

To serve as a guide so chapters may create worthwhile and interesting activities and experiences.

To stimulate planning by members and advisers in terms of objectives, projects, and experiences.

To assist chapters in providing experiences which help members grow as individuals.

To assure that chapter programs are consistent with overall FHA objectives.

To assist chapters to plan, complete, and evaluate projects in terms of their starting goals.
To provide a readily available list of resources that will save valuable teacher-pupil time during the year.

**How does a chapter plan a program of work?**

Elect officers and committee chairmen in the spring. In this way they are able to meet in the summer to plan good chapter programs.

Appoint a program of work committee with the vice-president as chairman.

Review last year's program of work for activities which need to be continued.

Center your planning on State and National Projects to fulfill the purpose of FHA.

Correlate National and State Projects with your homemaking curriculum.

Make use of your chapter handbook, bulletins, state newsletter, Teen Times, and other available sources of materials.

Emphasize a few goals for the year rather than a large number.

Select objectives, projects, experiences, and special activities for each month.

Involve all members -- recognize the talents and interests of members as a basis for committee appointment.

Prepare copies for each chapter member and send a copy of your program of work to the State Adviser.
Program Book:

The purpose of the program book is to keep each individual member informed of chapter activities. The program committee should be responsible for setting up objectives for the year and planning for meetings and committees. In large chapters, it is possible for one or two other committees to work on the various parts of the program book — one committee to design and make cover, another to assemble all information other than program and to assemble the program books.

The National Program of Work, and the State Newsletter contain many program ideas.

Each member should receive a copy of the program booklet as early as possible in the year, at least by the November meeting.

The chapter program book should contain:

a. An attractive but simple cover with name and year. The cover and pages should be neat and securely fastened together.

b. Creed, flower, motto, purposes.

c. National objectives and projects.

d. State projects.

e. Names of chapter, regional, and state officers, advisers, and chapter parents.

f. Program of work — objectives, projects, chapter activities for each month. Each program planned should develop one or more aspects of a national objective. It is advised to choose only a few of the national projects to develop each year. Plan only one or two recreational activities during the year.

g. The program chairman and committee members for each meeting. Every member should have at least one responsibility.

h. Opening and closing ceremony (optional).

i. Prayer Song.
OBJECTIVE: To participate actively in projects for family, community, and world improvement.

PROJECT: Citizenship Challenges You

THEME: Homes Build the Nation

Chapter Activities:

FHA Week
- Mon. - Wear red and white all week
- Tues. - Apples on teacher's desk
- Wed. - Thought for Day Announced over Public Address System
- Thurs. - Radio or TV Program
  - KIVA at 5:00 PM
- Fri. - Coffee time for teachers
- Sat. - Visit Griffon Home -- East Project

Take a safety survey at spring house-cleaning time
8th Grade Tea planning
Contribute to FHA Scholarship Fund

Individual Activity:
Make a survey of your home using Safety Form

Chapter Program - April 22, 7:00 PM

Homes Build the Nation
Report on Regional Meeting
Skit -- "On Safety"
Safety Test
Group Singing

Program Committee
Anne Hofland, Chairman
Beth Monson
Ellen Becker

Lunch & Hostess Committee
Sharon Fello, Chairman
Mary Drew
Deane Schell
Doreen Gross

Notes:

* South Dakota Future Homemakers of America
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>FHA Week</td>
<td>FHA Committee Meeting, H.Ec. Room</td>
<td>2</td>
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<td>EASTER</td>
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<tr>
<td>21</td>
<td>FHA Meeting, H.Ec. Room</td>
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</table>

* South Dakota Future Homemakers of America
MEMBER PARTICIPATION CHECKLIST

Name of Member ________________________________

How would you like to take part in your FHA chapter this year? Check the activities in which you would like to take part. REMEMBER, a good member is an active member.

Would you like to:

____ Present devotions
____ Present a thought for the day
____ Lead relaxers
____ Play the piano
____ Lead singing
____ Help with money-making activities
____ Be on program in skits, plays, panels, etc.
____ Interpret FHA on radio, TV, or through news articles
____ Write scripts for programs
____ Help with program planning
____ Serve as hostess
____ Take pictures
____ Prepare FHA bulletin board
____ Plan and help with decorations
____ Plan and help serve refreshments
____ Report on articles in Teen Times or State Newsletter
____ Work on Degrees
FILING FHA MATERIALS

A good filing system is essential to carrying on the work of a chapter in an efficient manner. Below is a list of FHA materials that need to be on file so that officers, advisers and members may locate the necessary information.

Chapter

Chapter By-laws
Chapter Handbook
Parliamentary procedure materials
Degrees --
  A Guide to Help You Grow as a FHA (degree work)
  A Guide for Helping Pupils Evaluate their Own Growth (Advisers' Handbook)
  Junior Degree Forms and Records
  Chapter Degree Forms and Records
  State Degree Intentions and Forms
You and Your Chapter Parents
FHA in Focus
Devotions
Thoughts for the Day
Honorary Membership Material
Recreation
  State FHA Song
  Sing with FHA
  FHA Mixers
National Program of Work (several years)
Public Relations
  Bulletin board ideas
  Teen Times posters
  FHA Week ideas
Correspondence
Official Ceremonies
Opening and Closing
Initiation
Emblem
Installation

Regional

Forms for regional officers
Regional Meetings programs
Honorary Membership information and forms
Region Officers
Region Chapters
State

By-laws
FHA Newsletters
Rotation of State Officers
Regions in the State
State Project Materials
Scholarship forms and information
State Homemaker Degree
Honorary Membership Information
South Dakota Guide

National

Official Guide
Teen Times (several years — excellent reference material)
Teen Times Index
List of FHA Publications and materials from National Office
Catalog of FHA Jewelry and supplies, L. G. Balfour Co.
National Meeting

Program Materials

Manners, Goals, Etiquette, Patriotism, Safety
FHA PUBLICATIONS


A Guide to Help You Grow as a Future Homemaker of America,
Gives guides for members working on degrees ........... $ .35

An Adviser's Guide to Help Future Homemakers of America
Evaluate Their Own Growth ......................................... .35

Chapter Handbook (Revised 1966) ................................. .75

Cooperative and Competitive Activities in Home Economics
Education, A guide for teachers and students regarding
cooperative and competitive ways of working. ............. .15

Emblem Stencil, Mimeograph stencil with emblem in four
sizes ........................................................................... .50

FHA in Focus, Brochure describing FHA .......................... .05

FHA Table Tent, For use in publicizing FHA or as note
paper (3 1/2 x 5 1/2 fold) - in lots of 10 ...................... .30

Home Economics Job and Career Opportunities Career Flyer . .04

Join Future Homemakers of America Recruitment leaflet .. .05

National Program of Work for 1965-69. ......................... .25

Official Guide for Future Homemakers of America
(Revised 1968). ............................................................ .40

Policies of Future Homemakers of America, Inc. .............. .15

Sing with FHA ............................................................... .40

So You Want to Organize a Chapter of FHA For home
economics teachers interested in working with students
to organize a chapter .................................................... .10

Teen Times One year subscription -- four issues ............. 1.50

Teen Times Index Subject index, 1945-67 ........................ .35

When You Work with Others Guide for cooperative
activities with other groups ......................................... .25
FUTURE HOMEMAKERS OF AMERICA  
U.S. OFFICE OF EDUCATION  
WASHINGTON, D. C. 20202

PUBLICATIONS ORDER FORM - Feb. 1968 TERMS: NET DO NOT SEND CASH

Name ____________________________
Address __________________________
City ___________________________ Zip
State ________ Code ________ Date __________________________

REMITTANCE MUST ACCOMPANY ORDER.  
Make check or money order payable to FUTURE HOMEMAKERS OF AMERICA.  
Payment may be made in stamps on orders less than $1.00.

<table>
<thead>
<tr>
<th>NO.</th>
<th>PUBLICATION</th>
<th>PRICE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1</td>
<td>A GUIDE TO HELP YOU GROW AS A FUTURE HOMEMAKER OF AMERICA--gives guides for members working toward degrees.</td>
<td>$ .35</td>
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<td>2</td>
<td>AN ADVISER'S GUIDE TO HELP FUTURE HOMEMAKERS OF AMERICA EVALUATE THEIR OWN GROWTH.</td>
<td>.35</td>
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<td>3</td>
<td>CHAPTER HANDBOOK (REVISED 1966)</td>
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<td>4</td>
<td>COOPERATIVE AND COMPETITIVE ACTIVITIES IN HOME ECONOMICS EDUCATION--a guide for teachers and students regarding cooperative and competitive ways of working.</td>
<td>.15</td>
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<tr>
<td>5</td>
<td>EMBLEM STENCIL--mimeograph stencil with emblem in four sizes.</td>
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<td>FHA IN FOCUS--brochure describing FHA.</td>
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<td>7</td>
<td>FHA TABLE TENT--for use in publicizing FHA or as note paper (3 1/2 X 5 1/2 fold) in lots of 10</td>
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<tr>
<td>8</td>
<td>HOME ECONOMICS JOB AND CAREER OPPORTUNITIES--career flyer.</td>
<td>.04</td>
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<td>9</td>
<td>JOIN FUTURE HOMEMAKERS OF AMERICA--recruitment leaflet.</td>
<td>.05</td>
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<tr>
<td>10</td>
<td>NATIONAL PROGRAM OF WORK for 1965-69</td>
<td>.25</td>
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<td>11</td>
<td>OFFICIAL GUIDE FOR FUTURE HOMEMAKERS OF AMERICA (Revised 1968)</td>
<td>.40</td>
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<td>12</td>
<td>POLICIES OF FUTURE HOMEMAKERS OF AMERICA, INC.</td>
<td>.15</td>
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<tr>
<td>13</td>
<td>SING WITH FHA</td>
<td>.40</td>
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<tr>
<td>14</td>
<td>SO YOU WANT TO ORGANIZE A CHAPTER OF FHA--for home economics teachers interested in working with students to organize a chapter</td>
<td>.10</td>
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<tr>
<td>15</td>
<td>TEEN TIMES--One year subscription--four issues</td>
<td>1.50</td>
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<tr>
<td>16</td>
<td>TEEN TIMES INDEX--subject index 1945-67</td>
<td>.35</td>
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<tr>
<td>17</td>
<td>WHEN YOU WORK WITH OTHERS--guide for cooperative activities with other groups</td>
<td>.25</td>
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AMOUNT REMITTED $ _____________
FHA Emblematic Materials:

These materials can be ordered by affiliated chapter only. Catalogues are free upon request. Balfour Supply Service, Inc. 8004 Norfolk Avenue, Washington, D.C. 20014

Miscellaneous Sources of Materials Related to FHA Purposes:

Civil Defense Materials on Home Preparedness are available from Office of Civil Defense, Region IV, Battle Creek, Michigan 49014.


Career Slides on Home Economics — Imogene Van Overschelde, Department of Public Instruction, Pierre, South Dakota 57501.

Film and record Story of Home Economics in Our Schools — Imogene Van Overschelde, Department of Public Instruction, Pierre, South Dakota 57501.

Family Plays for Parent Education Study Groups — Nine short family plays are available from Human Relations Aids, 179 Broadway, New York, New York 10019. Production packets for each play cost $4.50. Each packet contains six scripts and a discussion guide.

Pen Pal Information — The English Speaking Union, 19 East 54th Street, New York, New York, 10022, or International Friendship League, 40 Mount Vernon Street, Boston, Massachusetts 02108, or Letters Abroad, 45 East Sixty-fifth Street, New York, New York, 10000.

UNESCO — Information and books of stamps (25¢ each for stamps), Imogene Van Overschelde, State Department of Public Instruction, Pierre, South Dakota, 57501.

Christian Rural Overseas Program — (often called CROP) Michigan CROP Office, 205 West Saginaw Street, Box 206, Lansing, Michigan, 48900.

CARE — For a free brochure contact Mr. Christopher Deane, FHA CARE Project, J. F. Hudson Company, Detroit, Michigan, 48226.
HANDLING CHAPTER FINANCES

If you are planning some money-making projects for the coming year, consider the following questions:

1. Will it be in keeping with the goals of FHA?
2. Will it be fun?
3. Will the members really be learning something?
4. Will it be in keeping with school policies and state laws?
5. Can it be completed in a reasonable amount of time?
6. Will it make enough money to be worth the time and effort put into it?
7. Will the work be shared by all members?
8. Will the members have to sacrifice much materials, time and services?

Ways and Means of Making Money:

1. Making and selling food -- bake sales -- carmel apple sale
2. Serving special meals
   a. Spaghetti supper
   b. Waffle or Pancake Supper
3. Rummage Sale
4. Slave auction (girls offer services to homemakers for pay)
5. Fair booth
6. Sponsoring Fashion Shows
7. Car Wash
8. Catering special dinners for group meetings
9. Basket social
The Junior Homemaker Degree will be conferred when the candidate has --

Standard 1. **BEEN AN ACTIVE MEMBER OF THE LOCAL FHA CHAPTER FOR AT LEAST 1 SEMESTER.**

Guide for interpreting:
Active member means an active member of the chapter, as defined in the Official Guide.

Standard 2. **SATISFACTORYLY COMPLETED ONE SEMESTER OF HOMEMAKING INSTRUCTION.**

Guide for interpreting:
One semester of homemaking instruction means that the candidate has completed satisfactorily one semester of homemaking.

Standard 3. **REPEATED THE CREED FROM MEMORY.**

Guide for interpreting:
Repeating the creed from memory means that the candidate is able to recite orally, without hesitation, the FHA Creed as printed in the Official Guide.


Guide for interpreting and suggested experiences:
Explaining the symbolism of the emblem, the colors, and the flower of the FHA organization means that the candidate is able to explain in simple written form (may be in the form of a test,) or to tell orally the significance of each, as indicated in the Official Guide.

Standard 5. **DEMONSTRATED AN UNDERSTANDING OF THE PURPOSES OF THE NATIONAL FHA ORGANIZATION.**

Guide for interpreting and suggested experiences:
Demonstration of an understanding of the purposes of the national FHA organization means that the candidate is able to: (a) set up or judge plans or proposals in terms of the purposes of the organization; (b) explain the purposes,
orally or in writing; or (c) pass a test on the purposes.

Standard 6. DEMONSTRATED AN UNDERSTANDING OF BY-LAWS UNDER WHICH THE CHAPTER OPERATES.

Guide for interpreting and suggested experiences:
Demonstration of an understanding of the by-laws under which the chapter operates means that the candidate is able to:
(a) apply the provisions in the by-laws to situations as they arise in the chapter proceedings; or (b) explain, orally or in writing, the by-laws; or (c) pass a test on the chapter by-laws.

Standard 7. MADE CONSTRUCTIVE CONTRIBUTIONS TO THE CHAPTER PROGRAM.

Guide for interpreting and suggested experiences:
Shows evidence of being a leader and assumes responsibility by assuming chairmanship of a committee as program, FHA Week; shows enthusiasm for activities undertaken by the other chapter members and willing to participate if needed; have chapter responsibility that will create a new learning; work with other members in a democratic way; consider the ideas of all concerned in helping to make a group decision; use correct parliamentary procedures in taking part in chapter meetings; teach other chapter members correct parliamentary procedure; help other people to know and understand the FHA organization and economics programs; make a bulletin board display that tells the school about FHA; give a short skit or talk at another club meeting; write about a FHA project for school or town paper; be responsible for sending articles of news for each issue of the State FHA Newsletter.

Standard 8. DEMONSTRATED A KNOWLEDGE OF THE GOALS OF HOME ECONOMICS EDUCATION PROGRAM IN YOUR SCHOOL.

Guide for interpreting and suggested experiences:
Interpreting the value of home economics as a basic part of our total program and to make the department attractive and interesting -- by acting as hostess when guests come to the home economics department; in charge of Home Economics bulletin boards for a month or semester; bring plants to arrange and care for to make room more attractive; make pleasing centerpieces for rooms; make centerpieces for serving table for local chapter meetings; create appropriate interest centers; sharing responsibility to keep department neat and clean.

Standard 9. EVALUATED THE IMPORTANCE OF THE DEVELOPMENT OF EACH INDIVIDUAL.
Guide for interpreting and suggestions:
Showing evidence of realizing the worth of others, appreciating talents of others and recognizing the individuality of each family member by report on how some individual has influenced you in some way; encourage family member to use gifted talent; broaden your interest and knowledge through constructive reading; member of a panel at a chapter meeting on how you can develop individuality; in charge of an exhibit of hobbies; read "Self-Reliance" by Ralph Emerson and give report at a chapter meeting; develop a self-improvement plan.

Standard 10. STRESSED GOOD HEALTH AS A VALUABLE ASSET.

Guide for interpreting and suggestions:
Showing evidence that you are aware of the importance of good physical and mental health to yourself and to society by -- plan nutritious snacks for younger members of the family; develop a good health-habit chart for younger members of the family; prepare a first aid kit for home and travel use; take home and neighborhood survey to note if health and safety standards are satisfactory; send in water sample if you have a private well; make survey of food habits of a class or family; give paper at a chapter meeting on food facts and fallacies; member of a panel at a chapter meeting on teenage health habits; in charge of chapter program on use of alcohol and drugs as to health; report at chapter meeting on health facilities available to families in your community; make self-improvement plan to help you with your eating habits.

Standard 11. REALIZED THE VALUE OF FUTURE EDUCATION AND JOB TRAINING.

Guide for interpreting and suggestions:
Shows evidence that candidate is establishing purposeful goals for the future and working toward these goals by -- rechecking your aptitude test to evaluate your interests as to ability to determine a career goal; discuss with parents the financial planning for a college education or training for a job of your choice; investigate with your counselor, scholarships and loan possibilities for education beyond high school; secure a part-time job to gain work experience; evaluate your personal attitude toward work and the dignity of all types of work; make report to chapter on current occupational outlook; discuss your field of interest with adults engaged in this type of work and report at chapter meeting; check on scholarship and loans for education beyond high school and make report available to all seniors.

Standard 12. UNDERSTOOD HOW YOUR MORALS AND MANNERS INFLUENCE YOUR RELATIONSHIP WITH OTHERS.
Guide for interpreting and suggestions:
Realizing the importance of developing a code of ethics to gain self-respect and respect of others by -- discuss standards of conduct and morals with parents, including consequences when moral codes of society are broken; list moral standards you value and how you hold to them; evaluate your skills in conversation techniques, table manners and entertaining; develop a self-improvement plan; list ways to guide younger members to learn good manners; give report at chapter meeting on "cheating"; make an etiquette questionnaire and check results of your chapter members; write skit on a topic pertaining to morals or manners.

Standard 13. CONTRIBUTED TO THE STATE PROJECTS - (this will depend on projects selected each year).

Guide to interpreting and suggestions:
Understanding the state projects and making contributions by -- in charge of project to make money for chapter contribution; program on what has been accomplished by the State Project; make bulletin board for classroom; write skit to create interest; chapter program based on the state project.

Standard 14. INFORMED THE PUBLIC ABOUT FHA DURING FHA WEEK.

Guide to interpreting and suggestions:
Showing evidence of leadership in developing publicity on FHA by -- writing skit on some phase of FHA; chairman of committee in charge of FHA Week; write or direct radio or T.V. Programs on FHA; exhibit downtown or assembly bulletin board; writing news articles for local papers and FHA Newsletter.

Standard 15. EVALUATED WHAT YOU HAVE GAINED BY WORKING ON YOUR JUNIOR HOMEMAKER DEGREE.

Guide for interpreting and suggestions:
Showing growth as a Future Homemaker of America, and has made progress toward accomplishment of each standard by -- oral or written test or another type of evaluation device.
SUGGESTED FORM FOR SUMMARY SHEET *
Junior Homemaker Degree

This check sheet may be used to keep a record of achievements of individuals toward the Junior Homemaker Degree. It may be mounted on the bulletin board and then kept by the chapter secretary in the secretary's book for future use. A check or other information is placed opposite the name in the appropriate column as the standard is met.

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<tr>
<th>School</th>
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<th>Standards Met</th>
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<td>Number of Meetings Attended</td>
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<td>Purposes of National FHA Organization</td>
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<td>Constitution and/or By-Laws</td>
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<td>Contribution to Chapter Program</td>
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<td>Goals of the Home Economics Education Program</td>
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<td>Individuality Counts</td>
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<td>Good Health - Valuable Asset</td>
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<td>Jobs, Careers &amp; You</td>
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<td>Morals &amp; Manners Matter</td>
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<td>State Projects: FHA Scholarship</td>
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<td>Other Projects</td>
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<td>FHA Week</td>
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<td>Date Degree Received</td>
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* South Dakota Future Homemakers of America
CHAPTER HOMEMAKER DEGREE*

The Chapter Homemaker Degree will be conferred when the candidate has ---

Standard 1. BEEN A JUNIOR HOMEMAKER FOR AT LEAST ONE SEMESTER PRIOR TO CONFERING OF THE CHAPTER HOMEMAKER DEGREE.

Guide for interpreting:
Has been a Junior Homemaker for at least one semester means that an individual who became a Junior Homemaker at the beginning or end of a semester may not receive the Chapter Homemaker Degree until a similar time in the following semester.

Standard 2. SATISFACTORILY COMPLETED AT LEAST A FULL YEAR (2 SEMESTERS) OF HOMEMAKING INSTRUCTION.

Guide for interpreting:
A full year of homemaking instruction means the candidate has completed satisfactorily 2 semesters of homemaking instruction. This can be in the 8th grade.

Standard 3. DEMONSTRATES A KNOWLEDGE OF THE FHA PROGRAMS OF WORK AT LOCAL, STATE, AND NATIONAL LEVELS.

Guide for interpreting and suggestions:
Demonstration of a knowledge of FHA programs of work at local, state, and national levels means that the candidate has passed either an oral or a written examination on these programs of work. Act as chairman of the chapter's committee for Program of Work and responsible to explain and distribute programs to members.

Standard 4. DEMONSTRATED AN UNDERSTANDING OF BY-LAWS OF THE STATE FHA ASSOCIATION.

Guide for interpreting and suggestions:
Demonstration of an understanding of the By-laws of the State Association means that the candidate shall in committee and chapter meetings use correct procedures and/or point out conflicting procedures. The chapter parliamentarian should keep records of individual participation in meetings. If these records do not furnish sufficient evidence of the candidate's eligibility on this standard, an examination made up of problem situations in the solution of which the candidate must show understanding of the By-laws of the state FHA Association may be taken by the candidate.

South Dakota Future Homemakers of America
Standard 5.  **DEMONSTRATED SKILL IN THE USE OF PARLIAMENTARY PROCEDURES WHILE PARTICIPATING IN CHAPTER ACTIVITIES.**

Guide for interpreting and suggestions:
Demonstration of skill in the use of parliamentary procedures while participating in all chapter activities means that the candidate has evidenced this by such things as making and seconding motions or presiding at an FHA meeting or conducting a committee meeting.

Standard 6.  **DEMONSTRATED COOPERATIVENESS AND INITIATIVE IN PLANNING AND HELPING TO CARRY THROUGH CHAPTER ACTIVITIES.**

Guide for interpreting and suggestions:
Demonstrating cooperativeness in planning and helping to carry through chapter activities means that the candidate volunteers help to others in carrying on chapter activities; assumes chairmanship of chapter activities and has written plan for activity; recognizes the abilities of group members and strives to give opportunity to all; respects viewpoints of others; works equally well whether as a contributor or leader in a group. Demonstrating initiative means that the candidate suggests procedures for carrying through chapter activities; challenges others by evincing a vision of the possibilities of activities; volunteers to assume responsibility for activities.

Standard 7.  **PROMOTED GOOD FAMILY RELATIONS THROUGH COMMUNICATIONS.**

Guide for interpreting and suggestions:
Understanding your responsibilities as a citizen at home, school and community by writing a skit or citizenship and giving at a chapter meeting; actively participate in school activities and vote in all student elections; be an informed citizen on world events by reading newspapers, talking over issues with family and friends and listening to radio and television newscasts. Explain how you have kept up with this activity; be chairman or committee member of a community project as "Beautification Campaign"; develop an Election Day baby-sitting project with the help of chapter members; do program for club meeting on "To Get Out and Vote"; check with mayor as to projects carried out in the community and stage of development, making a report of this to the chapter; conduct a poll among members of your chapter or school for ideas to improve school citizenship.

Standard 9.  **TAKEN AN ACTIVE INTEREST IN NEIGHBORS OF COMMUNITY AND WORLD NEIGHBORS.**

Guide for interpreting and suggestions:
Understanding, respecting and appreciating the heritage, customs, and beliefs of all peoples of the nation and world by -- begin and increase your skill in another language -- organize as a family project; begin a personal reading program to include books dealing with other countries in order to increase your understanding of people and countries of the world; invite an international student in your school or community to be a night or weekend guest in your home; plan a "get-together" for families in your neighborhood; encourage family members to correspond with a pen pal family in another country; take an interest in elders in your neighborhood; have a "neighbor grandma" to do things for and to remember at special times; project for neighbor that is handicapped; chairman of program on "Family Holidays Around the World"; read the book "We Are All Americans" and make a report at a chapter meeting; plan a FHA family pot-luck or picnic.

Standard 10. LEARNED HOW TO MAKE MONEY BEHAVE

Guide for interpreting and suggestions:
Understanding and practicing selective spending by -- keeping a record of money you spend for one month and evaluate spending practice; make an inventory of your present wardrobe as a part of your personal budget of financial planning and list additions and replacements needed for one year period with estimate cost; help younger brothers and sisters evaluate how they spend their allowances; review the family income tax return with your parents to broaden your knowledge concerning income tax requirements; conducting survey of chapter members to determine where teenagers get their money and how they spend their money; prepare a family council skit based on the family budget and how values of family members affect spending; establish a saving account for a college education or job training.

Standard 11. LEARNED TO MAKE LEISURE TIME - CONSTRUCTIVE TIME.

Guide for interpreting and suggestions:
Shows evidence of using leisure time participating in activities which are beneficial to yourself and others by -- evaluate use of your leisure time; devote some of your time to volunteer activities in the community such as nurses' aides; assistant to Scout Leader; recreation aide in community center; repair clothes you no longer wear and give them to appropriate community agencies for distribution to persons who can use them; plan a regular time to take magazines and books that the family no longer are reading, to a hospital or a nursing home; relieve
mother of household chores so that she will have some leisure
time; enlist the help of older family members to learn to do
needle-work, carpentry, wood carving and gardening; take part
as volunteer in Project--Head Start Program; sponsor an ex-
hhibit of chapter showing hobbies of members; develop a new
hobby.

Standard 12. REALIZED THE VALUE OF FUTURE EDUCATION, AND JOB
TRAINING.

Guide for interpreting and suggestions:
Showing evidence that the candidate is establishing purpose-
ful goals and working toward plans for the future by —
select a definite career and develop to the fullest; check
on scholarships and loans for education beyond high school;
show evidence of helping someone to discover her area of
interest; be responsible for a career opportunity exhibit
of information.

Standard 13. CONTRIBUTED TO THE NATIONAL TEEN TIMES MAGAZINE.

Guide for interpreting and suggestions:
Shows evidence that candidate has given publicity to local
chapter by sending to Teen Times the story and pictures of a
successful chapter project related to National Program of
Work projects or local chapter projects.
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<th>Standards Met</th>
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Became Junior Year Homemaker

Two semesters of homemaking

Understanding FHA Program of Work

Skill in use of parliamentary procedures

Cooperativeness and initiative in chapter activities

Good Family Relations - Through Communications

Value of Future Education

Make Your Money Behave

Contribution to Teen Times

Citizenship

Your Neighbors - Near & Far

Leisure Time -- Constructive

Understanding FHA By-Laws

Contribution to Teen Times

Evaluation Test
This is to certify that ________________ of the __________________________ Chapter has satisfactorily completed the requirements for the CHAPTER HOMEMAKER DEGREE OF ACHIEVEMENT given this ____ day of __________, 19__.  

Chairman of Degrees  

Chapter Advisor  

Chapter President
SELECTING LOCAL HONORARY MEMBERS

Local honorary members in the South Dakota Association of Future Homemakers of America shall be nominated and selected by the chapter officers and chapter adviser.

The following qualifications have been set up as a guide when evaluating persons thought to be worthy of local honorary membership:

Chapter Parents --

a. Who have been active in FHA for two years or more.
b. Assisted with special meetings such as style shows, recognition days, etc.
c. Attended business and social meetings.
d. Provided transportation for FHA trips.
e. Acted as advisers on FHA trips.
f. Helped to promote community activities.

Advisers --

a. Who have encouraged and promoted a strong desire in the girls to continue FHA and home economics.
b. Who have done outstanding work beyond their usual duties.

Others -- any citizen, man or woman, who is currently promoting FHA and who is contributing to its program.

These are only suggestions which may be used when evaluating persons thought to be worthy of local honorary membership. Others may be added according to the needs of the local chapter.
LOCAL HONORARY MEMBERSHIP CEREMONY

Arrangements: The conferring officers are the president and the secretary. The honorary membership may be given at a chapter meeting or during a special FHA banquet. No special arrangement other than a standard head table setup is required.

Ceremony:

President: Honorary membership in the local organization of Future Homemakers of America is granted persons who have made outstanding contributions in our behalf. We take pride in conferring these memberships. First, it is our pleasure to receive (Name), (Title). (Name), will you please come forward? The secretary will read the resume of contributions for which (Name) was selected for local honorary membership in the (Town) Chapter of Future Homemakers of America. (After the person to receive honorary membership steps forward, the secretary reads a resume of services given.)

President: (Name), please accept this FHA pin with an honorary membership guard. (Pins on pin. Each person receiving honorary membership is given an opportunity to respond briefly to the presentation. This procedure is followed for each person receiving honorary membership. After all honorary memberships have been conferred, the president closes the ceremony.)

President: Local honorary membership is awarded only to those who have helped advance the home economics education program or who have rendered outstanding service to this organization. We are proud to have awarded to these persons our symbol of recognition. Our congratulations to you as (Year) local honorary member(s) of the (Town) Chapter of Future Homemakers of America in South Dakota.
This certifies that ___________________ was awarded a LOCAL HONORARY MEMBERSHIP in the
____________________ Chapter of Future Homemakers
of America on this _______ day of ________,
____________________

Chapter President

Chapter Adviser
FHA CENTER

An important part of the management of your chapter involves the storing and display of FHA material.

Space should be provided for storage and display of FHA materials in the home economics department. It should be easily accessible to members, officers, and adviser. It should act as the information center for the month. This space should contain places for:

a. Storing and displaying books, leaflets, posters.

b. Displaying such FHA items as the emblem, a banner, chapter certificate, calendar of events.

c. Storing supplies needed for FHA activities.

d. FHA bulletin board.
SAMPLE FHA CENTER

FUTURE HOMEMAKERS OF AMERICA

CHAPTER

OBJECTIVE: _____________________

PROJECT: _____________________

THEME: Homes Build the Nation

CHAPTER ACTIVITIES
- FHA Week
- Plan Regional Meeting

INDIVIDUAL ACTIVITY

FOOD COM.

NOTES

JUNIOR DEGREE

SUMMARY CHART
1. Mary Smith
2. Sally Jones

CHAPTER DEGREE

SUMMARY CHART
1. Jan Jones
2. Susan Smith

FHA WEEK SCHEDULE

SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY

Suff SUMMA II JIAI

STAT NEWS LETTER

SCEAP BOOK

TEEN TIMES

APRIL

1 2 3 4 5 6

7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
OBSERVING FHA WEEK

The first full week in April each year is set aside as National FHA Week. It is during this week when all chapters throughout the country and the state and national organizations concentrate their efforts to publicize FHA. It is a time to tell others about the contributions FHA makes to the improvement of personal, family, and community living. Plan activities for the week that will spotlight the achievements of member and chapters as well as the organization's emblem, purposes, creed, etc.

Follow this recipe from the Chapter Handbook for FHA Week:

A pinch of fun -- some activity to increase every high school pupil's interest in the chapter such as sponsoring an all-school party.

A dash of community service -- some activity that helps others in the community.

A sprinkling of education -- some program that helps others improve personal, family or community living.

Baste with family unity -- some activity with your families such as Family Fun Night.

Top with personal enthusiasm and serve all week long.

Some chapters plan an activity for each day of the FHA week:

Certain activities, due to their success and popularity with the chapter members and community, may be repeated each year. The following are ways many chapters have used to observe FHA Week:

Sunday - Church Day

FHA members go together or with their families, or all meet at one church. Have minister offer a prayer for FHA; better still, have an FHA'er lead prayer.
Decorate altar with red roses.
Bring church bulletin for scrap book to secretary.

Monday - Publicity Day

Have mayor proclaim FHA Week; get the story to your newspaper.
Provide FHA stories to newspapers, radio, and TV stations.
Display poster around town.
Have display in store on purposes, emblems, creed, etc. of FHA.
Give a rose to the teacher.
Wear red and white.

**Tuesday - Community Day**

Take toys and spend some time with children in orphan home or hospital.
Take food or flowers to home for aged or veterans hospitals and visit patients.
Adopt a needy family or deprived child.
Have an Open House and Tea for mothers and other honored guests.
Interpret FHA by: FHA program for civic club or PTA, TV show, articles in paper, exhibits in store windows, participation in community improvement project.

**Wednesday - School Day**

Give a rose to every teacher.
Invite home economists to speak on careers in home economics.
Sponsor Teacher Appreciation Day.
Cooperate with other youth organizations on school project.

**Thursday - Family Day**

Plan some activity with members of the family.
Prepare dinner and plan family fun night.
Say a special prayer at mealtime.
Carry out special projects at home.
Present panel on "Understanding and Enjoying Our Families".

**Friday - Fun Day**

Skating party, school dance, talent show, or foreign food dinner.
Sponsor a party for an underprivileged group of children.

**Saturday - Fun-D Day or Community Day**

Have a "Bake Sale".
Sponsor a formal dance and have the crowning of Mr. FFA or Miss FHA.

Other possible suggestions:

Career Day - Bulletin Board Display.
Reports of different careers in group discussion.
Home Economist as speaker.
"FHA Birthday" -- Party with neighboring FHA chapter.
Here are some ideas your FHA chapter may use in carrying out the state project—South Dakota's Beauty Our Duty.

School Litter Prevention Programs:

1. Make arrangements for an assembly with a Keep America Beautiful theme. Recommend that a "Sanitation Patrol" or "Cleanup Brigade" be made responsible for "policing school grounds and surrounding areas."

2. Set up a speakers' bureau and make arrangements for members to address other schools, as well as adult and youth groups on the subject of litter prevention. Get statistics from municipal and state officials on costs for cleaning up litter and on law enforcement practices. Also, get copies of all local ordinances and laws regarding litter control.

3. Make and/or distribute litterbags to all students and faculty members. Be sure driver training instructors have a supply to give new drivers.

4. Conduct a litter survey for your city. On a Saturday, divide the community into sections and assign groups of students to canvass a certain area, taking pictures of litter accumulations and other spots to be improved. Enlist the aid of city officials and/or adult and youth organizations in cleaning up these places. Take "before" and "after" pictures for publicity purposes.

5. Check to see what groups are working to eliminate litter in your community. They will be interested in what you are doing and may be able to suggest ways of cooperating for greater effectiveness. They may also be able to furnish facts about the local litter problem, and suggest speakers for assembly or other programs. If there is no litter-prevention movement in the area, start one!

6. Survey school buildings and grounds to see if there are adequate trash receptacles at "heavy" litter points. If there are not, discuss the matter with appropriate officials and suggest the 55-gallon oil drum as a practical solution. Service stations will often donate drums. Cleaned, painted (in school colors), and stenciled with an anti-litter message, they are effective and functional. Arrangements should always be made for emptying and servicing trash receptacles before they are installed.
7. At a given time (pre-arranged and publicized), students pick up any litter they find wherever they happen to be—in classrooms, hallways, on the school grounds—and place it in proper receptacles.

8. Dramatize the litter problem with an exhibit. Collect litter from a certain area and pile it in a central point on the school grounds. Enclose it with a wire fence and put up a sign, "Does any of this belong to you? It was found in (name of place) today!" Make a Litterbug Mobile or a display of Litterbug Art created from various items of litter and place in library or school lobby.

9. Arrange an anti-litter "demonstration" at sports events. One student might be dressed as a litterbug—and others chase him away with great noise and fanfare. Also have "don't litter" reminders broadcast over the public address system on such occasions.

10. Hold a contest for the best poster, song, skit, jingle, or slogan on litter prevention. Arrange to display the winning posters in the halls, library and/or windows of local business firms. The songs, jingles, and slogans could be printed in the school paper.

11. Make bookmarks with a "don't litter" reminder and give them to students in study halls and libraries.

12. "Adopt" a section of the school ground and be responsible for its cleanliness and upkeep. Beautify with shrubs and flowers. Offer services to administrators in carrying out landscaping of grounds.

13. Make a suitable "litterbug container" with sign "See Live Litterbug Here."

14. After making appropriate arrangements, get a group of students to spend a Saturday cleaning monuments, homes for the aged, cemeteries, or de-littering a section of highway or beach.

15. Don't overlook publicizing your efforts. Regular publicity will help gain additional support for your school anti-litter program. Ask both student and community editors and radio and television stations to use features on litter prevention and beautification, including reports and pictures of student anti-litter activities, in magazines, newspapers, and broadcasts.

Keep America Beautiful, Inc.
99 Park Avenue
New York, New York 10016
Need an idea for a degree or home project? Why not do something with beautification or conservation? Here are a few ideas:

Individual Goals:

a. Start your own anti-litter campaign in your own car and home. Don't let your friends dispose of their litter on the street; have a litter bag.

b. Make posters to hang in the halls of your school. Make them clever and interesting.

c. Be careful about using water in a useless manner. Don't waste it!

d. Read all you can about conservation. Learn about conservation and beautification.

Family Goals:

a. Beautify your lawns and yards. Don't let trash scatter in the neighborhood.

b. On family picnics, dispose of litter and food wrapping in the proper places.

c. The family car needs a litter bag and regular trashman.

Chapter Goals:

a. Ask the student government to sponsor a schoolwide cleanup and beautification project.

b. Do a skit at an assembly on anti-litter.

c. Be sure your school has plenty of litter containers.

d. Make bookmarks and book covers for distribution through the school library. (Do not have the words "Future Homemakers" on them).

e. Work with other organizations on some projects. Such as FFA, Boy Scouts, 4-H etc.
TEN COMMANDMENTS OF GOOD MANNERS

SPEAK TO PEOPLE. There is nothing as nice as a cheerful word of greeting.

SMILE AT PEOPLE. It takes 72 muscles to frown; only 14 to smile.

CALL PEOPLE BY NAME. The sweetest music to one's ear is the sound of his own name.

BE FRIENDLY AND HELPFUL. If you would have friends, be friendly.

BE CORDIAL. Speak and act as if everything you do were a genuine pleasure.

BE GENUINELY INTERESTED IN PEOPLE. You can like everyone if you try.

BE EVER GENEROUS WITH PRAISE. Be cautious with criticism.

BE CONSIDERATE OF THE FEELINGS OF OTHERS.

BE THoughtFUL OF THE OPINIONS OF OTHERS. There are three sides to a controversy: yours, the other fellow's, and the right one.

BE ALERT TO GIVE SERVICE. What counts in life is what we do for others.

Submitted by Marilyn Rudel
Fessenden High FHA Chapter
Fessenden, North Dakota
EVALUATION OF FHA

Evaluation is a means of helping FHA members and advisers judge the quality of chapter and individual experiences. Periodic appraisal helps to find the extent to which objectives have been achieved and serves as a basis for future planning.

HOW DOES OUR CHAPTER RATE?

1. Is our chapter a part of the homemaking program of our school?
2. Does our chapter have a strong program of work based on the purposes, national objectives and projects of FHA?
3. Do we use correct parliamentary procedure in business meetings?
4. Do we hold meetings regularly?
5. Have we planned an agenda well in advance of each meeting?
6. Do we use a variety of techniques in presenting programs?
7. Do we keep accurate minutes of each meeting?
8. Does our chapter maintain high percentage of attendance by all members?
9. Does our chapter make good use of FHA publications?
10. Does our chapter participate in regional and state activities?
11. Is our chapter known and respected in our school?
12. Are our members growing and gaining satisfaction from our activities?
RATE YOUR PROGRAM OF WORK

Do you:

a. Have a balance between work, business, social, service, money-making and educational activities?
b. Work toward the objectives and projects of FHA?
c. Have each month well planned?
d. Allow for regular evaluation?
e. Keep all members involved?
f. Have the members enthusiastic about the program of work?
g. Select only a few national objects to emphasize each year?
h. Appoint every chapter member to a committee during the year?
i. Have capable officers to carry out the program of work?
j. Plan early in the year?
k. Relate your activities to the homemaking curriculum?
l. Use previous year's program of work as a basis for planning new programs?
m. Select chapter objectives and program in relation to members needs and interests.
n. Use resources creatively.
o. Make program of work available to all members.
HOW I RATE AS A MEMBER

1. Did YOU contribute ideas for the chapter program of work?

2. Did YOU as a chapter officer or member carry out all your responsibilities?

3. Did YOU as a committee member or chairman participate actively?

4. Did YOU pay your dues on time?

5. Did YOU gain an understanding of how your chapter functions by using your program of work booklet?

6. Did YOU participate in activities on the following levels?
   a. Local
   b. Regional
   c. State
   d. National

7. Did YOU work on one of the following degrees?
   a. Junior
   b. Chapter
   c. State

8. Did YOU cooperate with chapter parents and advisors?

9. Did YOU participate in the following local activities?
   a. FHA programs
   b. Recreation
   c. Financial project

10. Did YOU work toward becoming a better member of the following?
    a. Home
    b. Chapter
    c. School
    d. Community

11. Did YOU take part in public relations?
    a. Publicity (Newspaper articles, radio, T.V., FHA bulletin board, displays, and other.
    b. Teen Times (Wrote an article about our chapter)
CHECK YOUR FHA BULLETIN BOARDS*

1. PLAN CAREFULLY. Develop one major idea. Keep the theme brief, simple and catchy. It must attract viewers and relay meaning at a glance.

2. STRIVE TO INFORM and inspire the spectator. It is important that the viewer see a practical use for the information gathered or learn something new.

3. BE ORIGINAL. Try a new idea for carrying out the theme. This may mean telling an old story in a new way.

4. STRESS SIMPLICITY. Be sure that the message is clear and that all printing is neat, large and legible. It is better to use too few display materials than too many--avoid overcrowding.

5. DISPLAY ARTISTICALLY. Use articles of good workmanship. Arrange artistically in order to use the materials to best advantage.

6. TAKE A FINAL LOOK. Invite a few uninformed persons to take a look at the final creation. They can help identify if the story or idea is quickly and simply told, if it attracts attention and supplies information.

* West Virginia Association of Future Homemakers of America
What is it?

Teen Times is the national publication of Future Homemakers of America. It is published in September/October, November/December, February/March, and April/May. All affiliated chapters receive copies of the magazine. One copy of Teen Times for ten members is sent to a local chapter. It contains ideas and achievements of Future Homemakers throughout the nation. Teen Times is directed by a qualified member of the national staff and by the National Historian, and her co-chairman of the National Teen Times Committee.

How do you use Teen Times?

- Have roll call at meetings answered by a new idea from Teen Times.
- Use it to supplement program material.
- Have officers read it in order that they know more what's going on in FHA.
- Certain articles make excellent topics of discussion for programs.
- Teachers may use it as a reference for classroom teaching.
- Use articles for chapter meetings and class work.
- Place copy in school library.

How to write for Teen Times.

It's easy to write for Teen Times. Just remember these tips:

- Topics are announced in first issue as to material wanted for each issue.
- Select your topic carefully. Will it interest FHA'ers everywhere? For example, a story on new chapter officers is news for your school paper, but not for Teen Times. Also, if an article similar to the one you're writing appeared in a recent issue, think of a new angle or a new topic.
- Give complete information. Tell the who, what, where, why, and how so that other FHA'ers will know all about your project.
- Tell the results. How did you benefit from the experience as a
chapter member? How did your home, school, or community benefit from your project?

e. Be accurate. Spell names correctly. Get your facts straight. Check to be sure your copy says what you want it to say. Give credit where credit is due -- don't use another's works without giving him credit!

f. Send photographs whenever possible. Good photographs can do a lot to help tell your story. You don't have to be a professional photographer with expensive equipment to take a good picture. (Only black and white photos can be used.)

g. Sign your name to your story. Also give your chapter adviser's name and the name of your chapter, school, city and state.


How do you display Teen Times?

a. Place one on a bulletin board (periodically turn the pages).

b. Place one copy in library.

c. Have a FHA center where copies are displayed and are available for students to read or check out.

d. Place a copy on magazine rack in homemaking department.
REGION

SOUTH DAKOTA REGION DIVISIONS FOR FHA*

1967--1968

118 chapters - 6532 members

REGION I

Aberdeen--Central, Bristol, Britton, Groton, Ipswich, Langford, Milbank, Sisseton, Waubay, Webster, Wilmot.

REGION II


REGION III

Baltic, Brandon-Valley, Chester Area School, Colman, Colton--Tri-Valley Jr., Dell Rapids, Flandreau, Flandreau Indians, Egan, Garretson, Hartford--West Central, Howard, Lyons--Tri-Valley Sr., Madison--Lake Central, Rutland.

REGION IV


REGION V


REGION VI

Armour, Burke, Chamberlain, Geddes, Gregory, Kimball, Lake Andes, Mission--Todd County, Wagner--East Charles Mix, Winner.

REGION VII

Faulkton, Highmore, Miller, Pierre, Redfield, Tulare, Wolsey.

* South Dakota Future Homemakers of America
REGION VIII

Agar, Cheyenne-Eagle Butte, Eureka, Gettysburg, Lemmon, McIntosh, McLaughlin, Mobridge, Pollock, Roscoe.

REGION IX

Custer, Ellsworth AFB—Douglas School, Hot Springs, Kadoka, Lead, Martin—Bennett County, New Underwood, Newell, Philip, Pine Ridge—Oglala Community, Rapid City—Senior High, North Junior High, South Junior High, West Junior High, Spearfish, Sturgis, Wall.
Region Map for South Dakota
**ROTATION OF STATE FHA OFFICERS**

To be elected at Regional Meetings.

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<tr>
<td>1.</td>
<td>1st Vice President</td>
<td>President</td>
<td>V. P. of Public Relations</td>
<td>V. P. of Public Relations</td>
<td>Parliamentarian</td>
<td>Historian</td>
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<td>2.</td>
<td>2nd Vice President</td>
<td>1st Vice President</td>
<td>President</td>
<td>V. P. of Public Relations</td>
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<td>3.</td>
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<td>President</td>
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<td>4.</td>
<td>Secretary Treasurer</td>
<td>3rd Vice President</td>
<td>2nd Vice President</td>
<td>1st Vice President</td>
<td>President</td>
<td>V. P. of Public Relations</td>
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<td>2nd Vice President</td>
<td>1st Vice President</td>
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<td>7.</td>
<td>V. P. of Projects</td>
<td>Parliamentarian</td>
<td>Historian</td>
<td>Secretary Treasurer</td>
<td>3rd Vice President</td>
<td>2nd Vice President</td>
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REGION MEETINGS

When held: Spring and date determined by region officers and school administrators of that region.

Where: School of the chairman, or determined by regional by-laws.

Purpose: To develop a phase of the National Program of Work and ways in which they can implement it in their local chapters.
To help members become better acquainted with FHA.
To elect state officers by the rotation plan.

Who may attend: Region quota or as many girls as chapter wishes to bring.

Responsibilities: Each chapter is asked to be responsible for some part of the regional program, such as program numbers, name tags, table decorations, etc. It is important that each chapter carry out their particular responsibility.
SUGGESTIONS FOR REGIONAL PROGRAM*

Page 1 Picture with theme - location and date

2 Regional officers and advisors listed - office and school
   Chapters listed in Region and name of adviser

3 Program:
   Theme: ______________________________________
   Purposes or Emphasis: ______________________________________
   9:00-10:00 Meeting of Voting Delegates, Room ___________
   ______________________________________ Co-chairman
   ______________________________________ Adviser

General Meeting

10:00-10:05 Opening Ceremony - Regional officers and delegates
   (Sing FHA Prayer Song, long form - officers - us
   miké)

10:05-10:15 Honor your Flag _______________ Chapter

10:15-10:20 Honor your Flag _______________ Chapter
   (Thought for Meeting) Short talk on theme and
   objectives _______________ Chairman
   ______________________________________ Co-Chairman
   (Introductions officers, advisors, Miss Van, etc.)
   Welcome - (Superintendent, Principal - President
   of Student Body)
   Roll Call of Chapters ____________ Chapter
   Speaker ________________
   Sing FHA State Song ____________ Chapter
   Interviewing State
   Officer Candidates ________________ Chairman
   (Office responsibilities and qualifications
   for this office - introduction of candidates,
   talk on ____________________________ by candidate.
   Candidates draw pop-question or questions.
   All candidates repeat creed.)

South Dakota Future Homemakers of America
Past State Officer - on responsibilities of a State Officer; her gain and experience from being a State Officer.

Filmstrip--America the Beautiful ___ Song Leader
Relaxer ______ by _____________ Chapter

Symposium " _______ " ____________ Chapter
Business Meeting for Region ____________________________
    Roll call of voting delegates
    Minutes of last meeting
    Treasurer's Report
    Unfinished Business
    New Business

________________________________ (List items of new business)

12:00
Lunch at ______________________ Chapter
Music _________________________ Chapter
Questioning of Candidates
Voting of delegates ______ Room ________
(remain for count)

1:30
"Are You An Informed Member?" Imogene Van Overschelde
Musical Number
Film or speaker
Installation of New Officers
Closing Ceremony

(Omit time for each number when you print the program)

Meeting of incoming and outgoing officers and advisers, Room ______________ Adviser to Sec. Treas.
EVALUATION OF REGIONAL MEETING*

Items:

1. Congratulations to the new officers.

2. Pictures taken for newspaper and publicity to local papers.

3. Region Chairman: send to state office a resume of regional meeting -- theme, objective, chapters in attendance, number in attendance, new regional officers, highlight of meeting.

4. Secretary: check her minutes -- are they complete -- turn over to the new officer, send copy to Miss Van.

5. Treasurer: check her report -- turn over to new treasurer and funds deposited in her bank -- bills presented from this meeting -- copy sent to Miss Van.

6. Check new rotation form as for election of officers for next year.

7. Evaluation of Meeting --
   Suggestions for next year:
   a.
   b.
   c.
   d.
   e.
   f.

* South Dakota Future Homemakers of America
APPLICATION FOR REGIONAL HONORARY MEMBERSHIP

IN THE SOUTH DAKOTA ASSOCIATION OF FUTURE HOMEMAKERS OF AMERICA

The ______________________ Chapter wishes to nominate ______________________ of ______________________ for regional honorary membership in the South Dakota Association of Future Homemakers of America after being approved and voted upon by the chapter.

To be considered for honorary membership in the regional organization, the individual should have helped advance the homemaking program or rendered outstanding service to the regional RHA organization. List contributions that show evidence of the nominee having met the criteria as outlined on the preceding page:

Qualifications prepared by:

________________________________________

________________________________________

________________________________________

Date ______________________

Chapter ______________________
SELECTING REGIONAL HONORARY MEMBERS

Regional honorary members in the South Dakota Association of FHA shall be nominated by the local chapter and selected by the regional officers. A chapter in choosing and submitting a candidate for honorary membership may consider the following criteria in selecting the candidate:

The candidate nominated has demonstrated genuine interest in the promotion of regional FHA activities through—

a. outstanding assistance in carrying out one or more activities or projects of the region.

b. special service rendered which contributes to the progress of the region.

c. outstanding service which contributed to the achievement of the goals of FHA.

Honorary memberships may be awarded only at the spring regional meetings. The number to be given shall be determined by the region. Honorary members shall have the privilege of attending all meetings of the organization. Each honorary member shall receive a FHA pin with an honorary membership guard.
STATE

BYLAWS

OF

SOUTH DAKOTA ASSOCIATION

OF

FUTURE HOMEMAKERS OF AMERICA

REVISED OCTOBER 1962
SOUTH DAKOTA FUTURE HOMEMAKERS OF AMERICA ASSOCIATION

BY-LAWS

ARTICLE I

NAME - SPONSORS - PURPOSES

Section 1. Name -- The organization shall be known as the South Dakota Association of Future Homemakers of America. The name shall be used only by the state association and the certificated chapters.

Section 2. Sponsors -- The sponsors of the organization shall be the State Department of Public Instruction and the Vocational Homemaking Education Division of the State Department of Public Instruction.

Section 3. Objective -- The objective of the organization shall be to help individuals improve personal, family, and community living through organized programs as a part of the homemaking education program in the schools.

Section 4. Purposes -- The purposes of the organization shall be:

To promote a growing appreciation of the joys and satisfactions of homemaking

To emphasize the importance of worthy home membership

To encourage democracy in home and community life

To work for good home and family life for all

To promote international good will

To foster the development of creative leadership in home and community life

To provide wholesome individual and group recreation

To further interest in home economics
ARTICLE II
MEMBERSHIP

Section 1. Membership -- The state association shall consist of the certificated chapters of the individual members.

A. Chapter Association -- A chapter association is organized whenever homemaking students under the guidance of a homemaking teacher draw up by-laws, have a program of work, and elect officers.

Section 2. Certificated Chapters -- Chapters may be certificated in junior and senior high schools in which homemaking instruction is offered. The chapters shall be composed of students possessing the qualifications for membership.

A. Organization -- Chapters may be organized whenever in the judgment of the teachers, students, and administrators, it would be advantageous to do so.

B. Application for Affiliation -- Application for affiliation shall be made on forms provided by the state office, and shall be signed by the president and the adviser of the chapter. The application shall be sent to the state adviser together with the state and national affiliation dues for each chapter member. The application shall be accompanied by the following:

- A copy of chapters' by-laws which are in accord with the by-laws of the state organization
- A copy of the current program of work
- A list of names of chapter officers, chapter advisers and chapter parent-advisers
- A remittance to cover membership dues

C. Certification -- If the application is approved, the state adviser shall issue a certificate to the chapter.

D. Good Standing -- The good standing of a chapter shall be determined by the state association.

Section 3. Individual Members of Chapters -- The types of members within chapters shall be as follows:
Section 4.

A. Active Members -- A student enrolled in a homemaking class in a junior or senior high school, or previously so enrolled, shall be eligible for membership in any certificated chapter of the organization. Such members may retain active membership during the time they are enrolled in the junior or senior high school. Active members shall be eligible to hold office, to make motions, and to vote.

B. Associate Members -- Any active member upon graduation from high school shall be entitled to associate membership, for a two year period, in any certificated chapter which provides for such membership. Associate members shall have the privilege of attending meetings and the privilege of discussion, but shall have no vote.

Section 4.

Honorary Members -- Any individual who has rendered outstanding service to the Future Homemakers of America by advancing its purposes shall be eligible for honorary membership. Honorary members shall be elected by a majority vote of the state executive council. Honorary members shall have the privilege of attending all meetings of the organization.

ARTICLE III

DUES - FISCAL YEAR - BUDGET - AUDIT

Section 1. State Dues -- Individual membership dues shall be determined by the state executive council, upon recommendation of the state advisory board, and subject to the approval of the delegates at an annual meeting. Such dues shall be in addition to the national dues. The state and national membership dues for each member shall be forwarded to the state office prior to March 1st, annually by the chapter advisers.

Section 2. Fiscal Year -- The fiscal year shall be from July 1 through June 30.

Section 3. Budget -- The budget shall be prepared by the State Adviser. It shall be submitted to the state advisory board for approval and then to the state executive council for adoption.
Section 4. Audit -- The financial statement of all income and expenditures prepared by the state office shall be audited annually by the State Chairman and State Chapter Advisor. This report shall be presented to the state advisory board for approval.

Section 5. Chapter Dues -- The chapter executive council shall determine local membership dues subject to approval by the members of the chapter. They shall be in addition to the national and state dues.

ARTICLE IV

ASSETS

Section 1. Dissolution or Liquidation -- Upon final dissolution or liquidation of the state association of the Future Home-makers of America, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association shall be used by the advisory board in accordance with the purpose of state organization or be transferred to a government instrumentality or a qualified exempt organization within meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE V

OFFICERS

Section 1. Officers -- The state organization shall have the following officers: a president, a 1st vice president, a 2nd vice president, a 3rd vice president, a vice president of public relations, a vice president of projects, a secretary-treasurer, an historian, and a parliamentarian.

Section 2. Qualifications -- Candidates for state office shall have the following qualifications:

A. Active membership in a certificated chapter for one year.

B. One year of homemaking beyond the eighth grade.

C. A Scholastic rating above average.

D. A responsible position in the chapter association.

E. A freshman or sophomore rank in high school.
Section 3. Duties --

A. The President shall preside over all business meetings of the organization and of the state executive council, appoint after consultation with the state adviser, the chairmen and members of all special committees not otherwise designated; and be a member ex-officio of all committees. She shall be chairman of her region and in charge of the election of the state officer. She shall act as chairman of the state FHA Newsletter Committee and prepare one issue of the newsletter. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile an accurate record of her region's activities to be submitted to the state adviser.

B. The 1st Vice-president shall be responsible for the state program of work. She shall be chairman of her region and in charge of the election of the state officer. She shall prepare one issue of the Newsletter. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile an accurate record of her region's activities to be submitted to the state adviser.

C. The 2nd Vice-president shall be the chairman of the Degree Committee. She shall prepare one copy of the Newsletter. She shall be chairman of her region and in charge of the election of the state officer. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile an accurate record of her region's activities to be submitted to the state adviser.

D. The 3rd Vice-president shall be chairman of music and recreation. She shall be chairman of her region and in charge of the election of state officer. She shall help in preparing issues of the Newsletter as directed. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile an accurate record of her region's activities and submit it to the state adviser.

E. The Vice-president of Public Relations shall be chairman of public relations and responsible for helping to interpret the program of the Future Homemakers of America. She shall help in preparing issues of the Newsletter as directed. She shall be chairman of her region and in charge of the election of the state officer.
officer. She shall compile an accurate record of her region's activities to be submitted to the state adviser.

F. The Vice-president of Projects shall be chairman of the committee on state projects. She shall be chairman of her region and in charge of the election of the state officer. She shall help in preparing issues of the Newsletter as directed. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile an accurate record of her region's activities to be submitted to the state adviser.

G. The Secretary-Treasurer shall be chairman of the Finance Committee. She shall be chairman of her region and in charge of the election of the state officer. She shall help in preparing issues of the Newsletter as directed. She shall keep accurate records of the sessions of the state association and the State Executive Council. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile a report of her region's activities to be submitted to the state adviser.

H. Parliamentarian shall act as chairman of the Membership Committee and chairman of the By-laws Committee to keep the State By-laws up to date. She shall assist in conducting meetings in a business-like way. She shall help in preparing issues of the Newsletter as directed. She shall be chairman of her region and in charge of election of state officer. She shall compile an accurate report of her year's work and submit it to the state adviser. She shall compile an accurate record of her region's activities to be submitted to the state adviser.

I. Historian shall act as chairman of the committee in charge of qualifications of state officer. She shall be responsible for keeping records, pictures, and other materials of historic importance to the association, and compile a history to be presented at state and national meetings and other appropriate places. She shall be chairman of her region and in charge of election of the state officer. She shall compile an accurate report of her year's work, and submit it to the state adviser. She shall compile an accurate record of her region's activities to be submitted to the state adviser.
Section 4. Term of Office -- The term of office shall be for one year or until their successors are elected.

Section 5. Vacancies -- In the event the office of president becomes vacant by resignation or otherwise the 1st Vice-president shall assume the duties of that officer for the unexpired term. The other officers shall be replaced by second or third high in their region elections.

ARTICLE VI

Nomination and Election

Section 1. Nomination -- Local chapters shall submit application of candidates for state officer.

Section 2. Elected -- There shall be one officer elected from each region annually by a majority vote of voting delegates, as designated by the State Executive Council. Officers shall rotate from region to region in logical order with each region providing one State Officer annually.

A. Each chapter not currently represented by a state officer shall have the privilege of nominating a candidate for such office as shall be designated by a rotation plan.

B. The region chairman shall present at least two candidates for State Office at the regional meeting. No candidates for state office shall be nominated from the floor.

C. Chapter members of Freshman and Sophomore rank in high school are eligible for nomination to a state office.

ARTICLE VII

State Meetings

Section 1. Annual State Meeting -- The annual meeting shall be held at such time and place as the Executive Council shall determine. The purpose shall be to install the state officers, to hear the reports of officers and committee chairmen, to promote the program of work, and to transact such other business as may properly come before it.

A. Regional meetings shall be held each year to elect the state officers and to promote the program of work.
Section 2. Delegates --

A. Voting delegates -- Each chapter that is affiliated with state and national association shall be entitled to one voting delegate.

Section 3. Voting -- The privilege of making motions, debate and voting shall be limited to the accredited delegates, and the state officers. The privilege of discussion may be extended to the non-voting representatives upon the consent of the delegates.

Section 4. Special Meetings -- Special meetings may be called by the state adviser when the need arises.

Section 5. Quorum -- Voting delegates from one half of the chapter associations shall constitute a quorum.

ARTICLE VIII

STATE ADVISORY BOARD

Section 1. State Advisory Board -- The state advisory board shall be composed of:

A. The state adviser of Future Homemakers of America
B. The state chairman of Future Homemakers of America
C. The state chapter adviser of Future Homemakers of America
D. The adviser of the state president of Future Homemakers of America
E. A chapter mother from the chapter having the state first Vice-president
F. The President of the South Dakota Homemaking Teachers' Association
G. The President of the South Dakota Home Economics Association
H. The head of home economics or head of home economics education from a university or college
I. A representative from secondary principals or superintendents' organizations
J. Membership may be altered by the majority vote of the advisory board.

Section 2.  

Term of Service -- The length of service of representatives of groups shall coincide with policies governing the term of office within the respective group which they represent.

A. The length of service of all other advisory board members shall be determined by the advisory board.

B. September the first through August 31st constitutes an official year of service on the board.

Section 3.  

Duties -- The duties of the advisory board shall be:

A. Serve in an advisory capacity to state executive council.

B. Determine policies and long-term procedures.

C. Approve the budget for submittal to state executive council.

D. Determine time and place of annual meeting.

E. Audit executive council meeting when time permits.

F. Recommend by-law changes if deemed necessary.

Section 4.  

Regular meeting of advisory board shall be determined by the state adviser. Special meetings may be called by the chairman and shall be called upon request of any five members of the advisory board.

ARTICLE IX

THE STATE EXECUTIVE COUNCIL

Section 1.  

The State Executive Council -- The nine elected state officers compose the state executive council. The state adviser shall serve as official adviser to the council. The state chairman, state chapter adviser, and advisers of state elected officers shall serve as consultants.

Section 2.  

Hold at least three annual council meetings, one early in the new year, one prior to the state meeting, and one following the state meeting.
Section 3. The members of the Executive Council shall select one of the present local advisers of a state officer to serve as State Chapter Adviser for the next year.

Section 4. Duties -- The executive council shall:

A. Consider long-term procedures as they affect the annual program of work and decide upon short-term procedures as recommended by the advisory board.

B. Determine the business to be brought before the delegates at the annual meeting.

C. Conduct such other business as shall be necessary to facilitate the progress of the organization.

D. Plan the program for the annual state meeting.

E. Be responsible for planning and promoting the national program of work in our state.

ARTICLE X

STATE COMMITTEES

Section 1. Standing Committees -- There shall be the following standing committees. Each committee chairman shall submit a plan of work for the current year for the approval of state executive council.

A. The Future Homemakers of America Newsletter Committee. The chairman shall be the president.

B. The State Program of Work Committee. The chairman shall be the first vice-president.

C. The State Degree Committee. The chairman shall be the second vice-president.

D. The Music and Recreation Committee. The chairman shall be the third vice-president.

E. The Public Relations Committee. The chairman shall be the vice-president of public relations.

F. The State Project Committee. The chairman shall be the vice-president of projects.
G. The Finance Committee. The chairman shall be the treasurer.

H. The Membership Committee. The chairman shall be the parliamentarian.

Section 2. Members of Standing Committees -- Each chairman will appoint members from her region.

Section 3. Reports -- The committee chairmen shall report to the members at the state meeting and submit a written report to the state office.

Section 4. Special Committee -- Special committees shall be appointed by the president, in consultation with the state adviser.

ARTICLE XI

REGIONS

Section 1. Regions -- There shall be as many regions as state officers.

Section 2. State Officers will be chairmen of the regions.

Section 3. Meetings -- Regional meetings shall be held before the state annual meeting for the purpose of electing the state officer and to promote the program of work and to carry out the purposes of the organization.

Section 4. Special Meetings -- Special meetings may be called by the regional chairmen with the approval of the region executive council.

Section 5. Quorum -- Voting delegates from 3/4 of the chapter associations within the region shall constitute a quorum.

ARTICLE XII

CHAPTERS

Section 1. Chapters --

A. The local adviser shall be the homemaking teacher in the school in which the chapter is established and shall be the administrative officer of the local chapter.
B. An interested adult may be the acting adviser for one year if there is no homemaking teacher and there is a certificated chapter.

C. Delegates of the chapter to the state association meetings shall be determined by chapter members in accordance with by-laws and for policies of the state association and chapters.

Section 2. **By-laws** -- Chapter by-laws shall be adopted by the respective group to govern the transaction of business, provided such by-laws shall be in harmony with those of the state association.

Section 3. **Honorary membership** -- Honorary membership in chapter associations shall be determined by the respective groups.

**ARTICLE XIII**

**PROFESSIONAL STAFF**

Section 1. **Professional Staff** -- The professional staff shall be State Adviser, State Chairman and State Chapter Adviser. The State Chairman shall be appointed by the State Adviser after consultation with the Advisory Board. The State Chapter Adviser shall be selected by the Executive Council.

Section 2. **Duties** --

A. The State Adviser shall be the administrative officer of the State Association. She shall be a member of the State Executive Council and Advisory Board. She shall direct the work of the organization, schedule state council and advisory board meetings, serve as an ex-officio member of all FHA committees and advise the State Executive Council, and other committees, on matters of policies. She shall assist the state officers in conducting meetings and carrying out yearly programs.

B. The State Chairman shall be responsible for instructing home economics education majors about the organization. She is chairman of the Advisory Board and in charge of the executive meeting following the installation of officers. She shall act as consultant to the Executive Council, and assist in carrying out yearly plans.
C. State Chapter Adviser shall be the link between the present and past Executive Council. She shall be in charge of public relations for the State Convention, executive council meetings and advisory board meetings. She shall be a member of the advisory board, and shall serve in an advisory capacity to the members of the Executive Council. She will be the consultant for parliamentary procedure practices.

D. Additional duties of the State Chairman and the State Chapter Adviser may be determined by the State Adviser or Advisory Board.

ARTICLE XIV

PUBLICATIONS

Section 1. The Future Homemakers of America Newsletter — The official publication of the state organization shall be a magazine known as the Future Homemakers of America Newsletter which shall be edited by the state officers and published by the state adviser. Copies shall be forwarded to the certificated chapters.

Section 2. Other Publications — Such other publications as shall be authorized by the state advisory board and state executive council shall be published.

ARTICLE XV

EMBLEMS

Section 1. Emblem — The emblem of Future Homemakers of America shall be a plane, octagonal in shape, across the top of which is the name, "Future Homemakers of America." Around the lower sides of the plane shall be the motto of the organization, "Toward New Horizons." In the center there shall be a house supported by two hands, symbolizing that the future homes of America are in the hands of its youth. Emblems shall be uniform in all the units of the organization. All members (active and associate) shall be entitled to wear the emblem and the official guard.

Section 2. Emblem for Honorary Members — Honorary members (women) shall be entitled to wear the emblem and the official guard. Honorary members (men) shall be entitled to wear the official Future Homemakers of America key.
The symbols for the respective group honorary membership shall be as follows:

A. Chapter honorary member -- scroll

B. State honorary member ---- torch

C. National honorary member - rose

Section 3. Emblem for Advisers -- Advisers (chapter and state) shall be entitled to wear the emblem and the official A guard.

Section 4. Emblem for Chapter Parents -- Chapter parents shall be entitled to wear the official Future Homemakers of America jewelry designated for them.

ARTICLE XVI

DEGREES OF ACHIEVEMENT

Section 1. Degrees of Achievement -- Recognition of the growth of individual members of the Future Homemakers of America may be recognized through the Degrees of Achievement program. Participation in the Degrees of Achievement program shall be optional for members, local chapters and state associations. The three degrees toward which individuals may work shall be: (1) Junior Homemaker; (2) Chapter Homemaker; and (3) State Homemaker.

Section 2. Degrees of Achievement Symbols -- The symbols shall be as follows: (1) Junior Homemaker -- Key; (2) Chapter Homemaker -- scroll; (3) State Homemaker -- torch.

ARTICLE XVII

PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority -- Robert's Rules of Order, Revised shall govern the Future Homemakers of America in all cases to which they are applicable and in which they are not inconsistent with the by-laws.

ARTICLE XVIII

AMENDMENTS

Section 1. Amendments -- These by-laws may be amended at the annual state meeting by a two-thirds (2/3) vote of the voting delegates present and voting provided that:
A. The amendments shall be proposed by:

1. A chapter association and received in the state office 90 days prior to the annual meeting.

2. The state executive council.

3. The state advisory board.

4. The state adviser.

B. Notice of the proposed amendments shall be sent to the chapters by the state adviser one month prior to the state meeting.
APPLICATION FOR MEMBERSHIP*
IN
FUTURE HOMEMAKERS OF AMERICA
STATE AND NATIONAL ASSOCIATIONS

Dues: 25¢ National
      35¢ State
      60¢ Total per person per year

SCHOOL ____________________________________________

DATE __________________________________________

Enclosed please find check for the amount of $______, for ________ members' dues in the National and State Associations of the Future Homemakers of America (Check or money order payable to South Dakota Future Homemakers) for the school year of 19____-19____.

Officers of Chapter:

__________________________________________  __________________________________________

__________________________________________  __________________________________________

__________________________________________  __________________________________________

__________________________________________  __________________________________________

Chapter Mothers or Parents:

__________________________________________  __________________________________________

__________________________________________  __________________________________________

__________________________________________  __________________________________________

Chapter Advisor ____________________________  Chapter President ____________________________

Send check for dues and this application to: Imogene Van Overschelde
State FHA Adviser
Dept. of Public Instruction
Pierre, South Dakota 57501

* South Dakota Future Homemakers of America
ANNUAL NATIONAL MEETING

Who Attends: Delegation includes State officers and President Elect. Other delegates depend on quota for the state.

When Held: Second week in July.

Where: Large cities in United States.
  1969--Fort Collins, Colorado
  1970--Chicago, Illinois

Expenses: Shared by the delegate, chapter, region and the State Association.
What is it?

The official publication of the FHA in South Dakota is known as FHA Newsletter. It contains articles on activities of regions and local chapters in the state.

When is it published?

The FHA Newsletter is printed in September/October, November/December, February/March, and April/May.

Who is responsible for the news articles?

You are! The FHA members are responsible for sending news articles to be published. Throughout the year various state officers are responsible for organizing and contributing articles for the Newsletter. Sharing your chapter activities can give other chapters new ideas for improving their FHA chapter. The chapter reporter (or person in charge of public relations) should be responsible for publicizing your chapter.

Tips on writing articles.

a. Type your news.

b. Use plain typing paper.

c. Type on one side only.

d. Double space everything.

e. Get correct spelling of names.

f. Be sure to meet deadlines.
g. Mention advisers, principal, chapter mother, etc.

h. Follow requirements for Teen Times articles (see page 113).

**How to use FHA Newsletter.**

a. Have officers read Newsletter to get program ideas.

b. Have Newsletter displayed in FHA center for members to read.

c. Keep in file for easy reference.
RECOMMENDATIONS FOR A STATE OFFICER FOR FHA FOR 1969-70*
(To be elected in the spring at a Regional Meeting)

DIVISION OF VOCATIONAL-TECHNICAL EDUCATION

Pierre, South Dakota 57501

FROM LOCAL FHA CHAPTERS

TOWN ___________________ REGION ________

DATE ___________________

1. List of State Offices in FHA to be elected for 1969-70:

   President
   First Vice-President
   Second Vice-President
   Third Vice-President
   Secretary-Treasurer
   Parliamentarian
   Historian
   V.P. of Projects
   V.P. of Public Relations

   Region IX
   Region I
   Region II
   Region III
   Region IV
   Region VI
   Region V
   Region VIII

   ONE PHOTOGRAPH OF CANDIDATE MUST BE ENCLOSED.

2. Duties of each State Officer: Refer to duties of State Officers as listed in your State By-laws.

3. Name of student recommended ____________________________.

4. We are recommending the candidate for State FHA Office, for:

   ____________________________

5. Years of Homemaking: 7th Grade ___ 8th Grade ___ Homemaking I ___
   Homemaking II ___.

6. Year in High School: (Sophomore or Freshman) __________
   Average Grade ________.

7. Length of time a member of the FHA, ___ years.

8. Earned Junior Degree ________; Chapter Degree ________.

   ____________________________

* South Dakota Future Homemakers of America
9. **Responsibilities assumed at Local Chapter:** (Responsibility) (Year)
   
   A. Chapter Officer
   
   B. Chairman of Standing Committee
   
   C. Chapter Program
   
   D. Projects:
   
   1. FHA Week
   
   2. FHA Scholarship Fund
   
   3. South Dakota's Beauty--Our Duty
   
   4. FHA Center
   
   5. Committees
   
   E. Articles in State FHA Newsletter

10. **Responsibilities assumed at Regional Level:**

   A. Attended last year's regional meeting

   B. Responsibility assumed

11. **Responsibility assumed at State Level:**

   A. Attended State Meeting (year)

   B. Responsibility assumed

12. **School Activities showing leadership:** (Not FHA)

13. **Church Activities showing leadership:**

14. **Community Activities showing leadership:**
15. Does this candidate have the following general qualities and abilities of leadership?

A. Understanding of the purpose of the FHA organization.

B. Knowledge and ability to use parliamentary procedure.

C. Knowledge and understanding of By-laws of State and National FHA Associations.

D. Ability to cooperate with fellow workers.

E. Ability to speak distinctly with ease in front of groups.

F. Ability and willingness to make good contributions to a group or committee meeting.

G. Willingness to volunteer to serve on committees as well as act as chairman or secretary if needed.

16. If your candidate is chosen and elected as a State Officer, will your FHA chapter be willing to cooperate and assist in these ways?

A. Assist the Officer with duties and assignments. Yes __ No __

B. Plan for your officer and adviser to attend the FHA State Council Meetings? Yes __ No __

17. It is required that your candidate be at the Regional Meeting in order to be selected to this State Office.

A. Is your candidate aware of this? Yes __ No __

18. The adviser in the school having a state officer is required to attend the annual mid-winter council meeting. Will your adviser be able to attend and make arrangements for her to be away from classes? Your adviser will officially be a member of the Executive Council if your candidate is elected. Yes __ No __

Presented and signed by:

Chapter FHA Adviser _______________________

Chapter FHA President _______________________

Local School Principal or Superintendent _______________________
UNLESS THIS APPLICATION IS SIGNED PERSONALLY BY EACH OF THE THREE PERSONS LISTED, THIS APPLICATION WILL NOT BE CONSIDERED.

Please complete two forms: RETURN ONE COPY to State FHA Advisor, Pierre, and the OTHER COPY to your Regional Chairman, at least a week before your Regional Meeting.

Region I  Deanna Dolney, Roslyn
Region II  Nikki Seeman, Lake Preston
Region III Linda Valentine, Egan
Region IV  Sharon Bierle, Scotland
Region V  Reina Waybright, Washington Springs
Region VI  Deanna Gullikson, Wagner
Region VII Glenda Price, Tulare
Region VIII Marnie Hersrud, Lemmon
Region IX  Judy Kennedy, Philip
DECLARATION OF INTENTION TO WORK ON STATE HOMEMAKER DEGREE*

(Please type)

I, ___________________________ ________________________________
(First and last name) (Home Address)
as a ___________________________ do hereby declare my intention this _____
(Junior or Senior) day of ___________________________ 19___ to begin work for the State Home-
maker Degree.

Approvals:
I hereby certify that ___________________________ received her
Junior Degree ___________________________ (Date, Month, Year) and her Chapter Degree
__________________________ (Date, Month, Year) . We approve of her working toward a
State Homemaker Degree and believe she has shown growth and interest
in FHA.

SIGNED
Chairman Chapter Degree Committee

Chapter President

Adviser

DUE in the State Future Homemakers of America Adviser's Office, Pierre, South Dakota, 57501, by FEBRUARY 1st.

* South Dakota Future Homemakers of America
Declaration of Intention continued:

I realize that the attainment of a degree in the Future Homemakers of America represents the successful completion of many activities related to your project. In fulfilling the standards set up for a state homemaker degree, I shall have the opportunity of planning and carrying out activities, that will help me develop a project that will contribute to better family life, to school and community improvement to the Future Homemakers of America and to my personal growth.

PROJECT __________________________

Under ____________________________ National Project.

My project goals will:

1. Contribute to better family life by ____________________________

2. Contribute to school and community improvement by ______

3. Contribute to Future Homemakers of America Association progress by ____________________________

4. Contribute to constructive personal growth by ______

What experiences do I plan for this project?
STATE HOMEMAKER DEGREE

Your declaration of intention has been received. In declaring your intention to work for a State Homemaker Degree, you must realize that the responsibility for attaining the degree is primarily yours, but your planning should be done with your local adviser. There are several others to whom you can go for guidance and direction besides your adviser; namely, your chapter mother, a girl who has previously been awarded the State Homemaker Degree, the State Adviser, and the State Chairman.

General Instructions

1. Declaration of Intention will be sent with the November issue of the Newsletter.

2. File your Intention by February 1, with the State Adviser.

3. Your Intention must be typed.

4. Your report should be:

   A. Carefully typed. Watch spelling and English.

   B. A representation of the best efforts of the candidate in:

      (1) Organization

      (2) Neatness

      (3) Ability to follow instructions

   C. Use the form provided by the state office.

5. All signatures must be signed personally or report will be disqualified.

6. Have your Homemaker State Degree report sent in by the fourth Friday of September to the State Adviser. This report must be mailed first class, that means, that first class postage of six cents per ounce must be paid. Tell your postmaster that it is a typed report.

* South Dakota Future Homemakers of America
STANDARDS FOR STATE HOMEMAKER DEGREE

The State Homemaker Degree will be conferred when the candidate has --

Standard 1. HELED THE CHAPTER HOMEMAKER DEGREE FOR AT LEAST ONE YEAR PRIOR TO THE CONFERRING OF THE STATE HOMEMAKER DEGREE.

Guide for interpreting:
Means that an individual who became a Chapter Homemaker at the beginning or at the end of a year may not receive the State Homemaker Degree until a year has elapsed; that is, until the beginning or the end of the following year.

Standard 2. A 2-YEAR RECORD OF ACTIVE MEMBERSHIP IN A LOCAL FHA CHAPTER.

Guide for interpreting:
Means the candidate has been an active member of a chartered FHA chapter for at least 2 years and has worked throughout the 2 years to carry on the chapter program of work. (Not necessarily consecutive years nor in the same chapter).

Standard 3. SATISFACTORILY COMPLETED, OR IS COMPLETING, AT LEAST 2 YEARS (4 SEMESTERS - ONE SEMESTER IN SENIOR YEAR) OF HOMEMAKING INSTRUCTION.

Guide for interpreting:
Means the candidate has completed satisfactorily, or is completing, 4 semesters of homemaking education.

Standard 4. A C AVERAGE IN SUBJECTS TAKEN FROM GRADE NINE TO THE TIME OF FILING THE DECLARATION OF INTENTION.

Guide for interpreting:
Means an average of at least C in homemaking, and at least an over-all average of C.

Standard 5. HELD RESPONSIBLE POSITIONS IN CONNECTION WITH COMMUNITY, SCHOOL AND CHAPTER ACTIVITIES.

Guide for interpreting:
A. Candidate demonstrated leadership in the community by participating in activities as church, 4-H, etc. and has assumed definite responsibilities of these groups.
B. During the time she has been a member of FHA, the candidate should have demonstrated leadership in school organizations other than FHA. She should have carried out at least one responsibility, such as chairman or member of a general school committee lasting throughout the school year, a class officer, or officer of a school organization such as student council, the school paper, school annual, G.A.A. or pep squad.

C. In respect to FHA she must have carried out her responsibilities successfully for such positions as chairman or member of a standing committee in the chapter, region, or state, or have held an office at any of these levels and carried out the duties in an acceptable manner. She shall hold at least three such positions in order to qualify, but they need not all be during the present year.

Standard 6. PARTICIPATED IN AN OUTSTANDING WAY IN ACTIVITIES PROVIDED FOR IN THE STATE FHA PROGRAM OF WORK.

Guide for interpreting:
In the state program of work suggestions for individual and group projects for each goal are listed. Each candidate must reach at least two goals of the state program of work. The activities selected may be carried out through the local chapter, region, or state organization.

Some ways in which this may be accomplished are:
1. By holding a state office or regional office.
2. By being chairman of the committee of Program of Work of your chapter.
3. By being chairman of a committee that concerns a phase of the program of work for one or more chapter meetings.
4. By serving as chairman of Degree Committee of your chapter.

Standard 7. PLANNED AND COMPLETED A PROJECT WHICH CONTRIBUTES TO BETTER FAMILY LIFE, SCHOOL AND COMMUNITY IMPROVEMENT, FHA PROGRESS, AND CONSTRUCTIVE PERSONAL GROWTH.

Guide for interpreting:
Means that goals must be established so that the project will contribute to family, school and community, FHA and individual. Plans should be carefully structured before actual activities are started and records should be kept throughout the entire project.
Suggested projects are:

1. Have an article published in Teen Times.
2. Be responsible for organization of a new chapter in the state.
3. Activate a local chapter.
4. Start a community scholarship fund for Home Economics or other majors.
5. Assume organizational leadership for charity purposes.
   a. Community fund drive.
   b. Improvement of the living or certain groups—aged, retarded, etc.
   c. Publicity.
6. Be responsible for school or community clean-up and beautification.
7. Be responsible for Civil Defense project.
8. Be responsible for improved Safety.
9. Planning and decorating areas in your school as guidance area, school nurse area, youth center, young people's church area, etc.
10. Develop a program which will contribute to improved teenage recreation.
11. Set up and carry out an organized project for care of children (during church hours, summer, during PTA, etc.).
12. Work up a program on consumer education which is presented to several adult groups, (can be housing, foods, clothing and textiles or equipment). This could be presented at Regional Meeting with intentions of improving.
13. Evaluate family food pattern and cooperate with family members to improve.
14. Construct and plan garments for members of all age groups (adult—male and female, teenage, child).
15. Carry out other projects which you may think of which will fulfill Standard 7. (If you have questions, write to the State Adviser).
EVIDENCES OF COMPLETION OF REQUIREMENTS*

FOR

STATE HOMEMAKER DEGREE

_________ (name of candidate)_________

_________ (chapter)_________

_________ (town)_________

*South Dakota Future Homemakers of America
PHOTOGRAPH

Name of Candidate ________________________________

Chapter _________________________________________

Parent's Name _________________________________

Parent's Address ________________________________
STATE HOMEMAKER DEGREE

General Information

Standards 1, 2, 3, 4.

Classification in school ____________________________ (Sophomore-Junior-Senior)

Joined Future Homemakers of America in ____________________________ (date-year)

Has been an FHA member ____________________________ (number of years)

Received Junior Homemaker Degree ____________________________ (month) (year)

Received Chapter Homemaker Degree ____________________________ (month) (year)

Enrolled in Homemaking as follows:

Homemaking I ____________________________________________ , average grade __________

Homemaking II ____________________________________________ , average grade __________

Homemaking III ____________________________________________ , average grade __________

Overall average of high school grades ____________________________

Has satisfactorily completed ______ semesters of Homemaking Instruction before the ninth grade.

Above record is certified by ____________________________ (adviser)

Declaration of Intention to Work on State Homemaker Degree

filed on ____________________________ (date)

If I receive the State Homemaker's Degree, I wish

a gold ______ ; silver ______ ; symbol.
Standard 5. A. Has held the following responsible positions in connection with a community activity.

<table>
<thead>
<tr>
<th>Responsibility in organization</th>
<th>Date</th>
<th>Write a short paragraph which tells of ways in which you think you contributed to the organization and ways in which you could have improved your contribution.</th>
</tr>
</thead>
</table>

B. Has held at least one responsible position in connection with a school activity or has shown interest in the welfare of her school.

<table>
<thead>
<tr>
<th>Responsibility in School</th>
<th>Date</th>
<th>Contributed to the school's welfare.</th>
</tr>
</thead>
</table>
C. Has held these responsible positions in connection with FHA chapter or regional activities.

<table>
<thead>
<tr>
<th>Responsibility in FHA</th>
<th>Date</th>
<th>Write a short paragraph which tells of ways in which you think you contributed to FHA and ways in which you could have improved your contribution.</th>
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SIGNED:  
Chapter Adviser  
Chapter President
Standard 6. Has participated in the following activities in connection with the State FHA Program of Work:

<table>
<thead>
<tr>
<th>Office or Committee</th>
<th>In State, Region or Chapter</th>
<th>Date</th>
<th>Write a short statement of the activities in carrying out your responsibility</th>
</tr>
</thead>
</table>

SIGNED:  
Chapter Adviser  
Chapter President
Standard 7. Has planned and completed a project which contributes to better family life, school and community improvement, FHA progress, and constructive personal growth.

I. Name of Project:

II. Project Goals:

A. My goal for contributing to better family life --

B. My goal for contributing to school and community improvement --

C. My goal for contributing to Future Homemakers of America Association progress --

D. My goal for contributing to constructive personal growth --

E. Any other goal that I may have --

III. Plans of activities to carry out project goals: use separate sheets of paper and have plans signed by parent and adviser. Suggested steps listed --

- History or purpose
- Committees to be set up
- Research to be done
- Survey to be conducted
- Hours planned for work
- Work to be done
- Resource people to consult
- References to be used
- Public speaking needed
- Correspondence needed
- How work will be evaluated
- How results will be evaluated
IV. Record of activities for project: (Check one column)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
<th>Successful</th>
<th>Will not contribute to goals</th>
<th>Will try another way to accomplish goals</th>
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V. Attach evidence such as programs, pictures, newspaper articles, letters, etc. (Use separate sheets of paper.)

VI. Changes in plan which I made as project progressed, and tell why the changes were necessary.

VIII. Evaluation of project: (Use extra sheets of paper if necessary.)

A. How did my project fulfill the purposes set up in the goals?

B. Which activities were the most worthwhile and why?
C. How did my project contribute to my learning to cooperate?

D. How did my project contribute to my ability to assume responsibilities and leadership?

E. How will this project be of benefit to me and to others in the future?
INSTALLATION SERVICE FOR STATE OFFICERS*

Arrangements:

1. Table behind which stand the installing officers; to the left of the installing officers (forming a semi-circle around the table) are standing the incoming officers--president, secretary-treasurer, historian, parliamentarian--in order named; to the right the vice-presidents.

2. The installing officers are the out-going officers.

3. Eight white candles are on the table--these represent the purposes of the organization. One red candle is behind these--representing the flame of home economics.

4. The flower, emblem and colors of the organization are used in decorating the room.

5. Soft music may be played during the ceremony; if desired, officers and officers-elect may go to their places while soft music is being played.

6. The room should be dark except for the lighted candle representing the flame of home economics.

President: "The Future Homemakers of America are in regular session to install our officers and to explain to them the duties and responsibilities they are about to assume. We have before us the light of home economics--a light which radiates throughout the world. This is the light of our ideals--our purposes, which enables us to make our homes, communities, nation and world a happier place in which to live."

First Vice-president: (lights the first candle from red candle)--"This candle is a symbol of one of our purposes--to promote a growing appreciation of the joys and satisfactions of homemaking."

Second Vice-president: (lights the second candle from red candle)--"This candle symbolizes our second purpose--to emphasize the importance of worthy home membership."

Third Vice-president: (lights the third candle from red candle)--"This candle symbolizes our third purpose--to encourage democracy in home and community life."

Secretary-Treasurer: (lights the fourth candle from red candle)--"This candle symbolizes our fourth purpose--to work for good home and family life for all."

*South Dakota Future Homemakers of America
Historian: (lights the fifth candle from red candle)--"This candle symbolizes our fifth purpose--to promote international goodwill."

Parliamentarian: (lights the sixth candle from red candle)--"This candle symbolizes our sixth purpose--to foster the development of creative leadership in home and community life."

Vice-president of Projects: (lights the seventh candle from red candle)--"This candle symbolizes our seventh purpose--to provide wholesome individuals and group recreation."

Vice-president of Public Relations: (lights the eighth candle from red candle)--"This candle symbolizes our eighth purpose--to further interest in home economics."

President: "The following officers have been elected to serve the Future Homemakers of America for the Year ___ (President reads office--officers-elect names.) You officers-elect must realize that a great honor is being bestowed on you. Future Homemakers of America have faith and confidence in your ability to lead the organization onward. The pledge of your office signifies your willingness to do this. You will repeat after me: I solemnly promise that I will, to the best of my ability, faithfully perform all the duties belonging to the office for which I have been elected."

President: "You have heard the pledge which the officers have made. It is important that each member assist these officers in the performance of their duties. Will the secretary please bring the president-elect forward?"

President: "The office of the president is one of great responsibility. You will want to be pleasant, firm, impartial, considerate, and a real friend to every member of the organization. As incoming President of the Future Homemakers of America are you familiar with your duties as stated in the constitution?"

President-elect: "Yes, I am familiar with my duties. They are: presiding over the state meeting and meetings of the State Executive Council, helping to coordinate the work of the State Executive Council. I am chairman of my region." (President-elect returns to her position.)

President: "Will the vice-presidents please come forward?"

President: (Vice-presidents bring vice-presidents-elect forward)--"Are each of you familiar with your duties as stated in the constitution?"
First Vice-president: "It is my duty as first vice-president to be chairman of Program of Work for the year, to promote and encourage chapters to make up a yearly plan of their programs. I am chairman of my region."

Second Vice-president: "It is my duty to be chairman of the State Degree Committee. I am chairman of my region."

Third Vice-president: "It is my duty to be State Chairman of Music and Recreation. I am chairman of my region."

Vice-president of Public Relations: "It is my duty as vice-president of public relations to work with members of my committee in interpreting the program of the Future Homemakers of America to others. I am also chairman of my region."

Vice-president of Projects: "It is my duty as vice-president of projects to be responsible for creating interest in the participation in national and state projects. I am also chairman of my region." (Vice-presidents return to their positions.)

President: "Will the secretary-treasurer please bring the secretary-treasurer-elect forward?"

President: (Secretary-treasurer brings secretary-treasurer-elect forward)--"Are you familiar with your duties as stated in the constitution?"

Secretary-Treasurer: "Yes, Madam President. My duties as stated in the constitution are to keep an accurate record of state meeting sessions and meetings of the Executive council, to keep records and other material of importance to the organization. To keep a record of receipts and disbursements, to report financial status of the organization at the state meeting, and to serve as chairman of the finance committee. I am chairman of my region." (Secretary-Treasurer returns to her position.)

President: "Will the historian and parliamentarian please bring the historian-elect and parliamentarian-elect forward?"

President: (Historian and parliamentarian bring historian-elect and parliamentarian-elect forward.) "Are each of you familiar with your duties as stated in the constitution?"

Historian: "It is my duty as historian to keep an accurate history of the organization, to keep the record book up-to-date and to present it at state meetings, conventions and other appropriate places. I am also chairman of my region."
Parliamentarian: "It is my duty as parliamentarian to rule on points in question concerning parliamentary procedure, to assist in conducting meetings in a business-like way, and to serve as chairman of the membership committee. I am chairman of my region." (Return to their positions.)

President: "Will the president-elect please come forward?" (President-elect comes forward.) "By giving you this gavel, I relinquish to you the position of state president of Future Homemakers of America. We are confident that the organization will continue to make progress under the leadership that you and the other state officers will provide."

Incoming President: (Makes short acceptance speech.)

All Participants: (Rise and repeat the Creed)—for variation, a sextet may sing the FHA Creed Chant.
SCHOLARSHIP INFORMATION:

One or two of these scholarships are awarded to South Dakota Home Economics students each year in accordance with the following regulations:

a. Applicants must be legal residents of South Dakota and upon graduating from High School plan to work toward a degree in Home Economics Education.

b. All applicants must have been active members of the Future Homemakers of America Association for at least three years during High School attendance.

c. Each applicant must possess promise, good character, high scholastic achievement, and furnish information showing need for financial assistance.

d. Awards shall be based upon scholastic promise, need, citizenship, personality, and seriousness of purpose as evidenced by recommendations, academic records, and interviews.

e. Applicants must enter a college or university in South Dakota which prepares vocational home economics teachers.

f. The scholarship money which is in the State Scholarship FHA Fund will be presented to the selected applicant for each semester at the time of registration. The checks will be handled by the Home Economics Scholarship Committee of the college.

g. The final selection of scholarship winners will be made by the following committee:
   FHA Officers for the Year
   Imogene Van Overschelde, State FHA adviser, Pierre, and
   Home Economics Scholarship Committee, South Dakota State University

If you are interested in applying for this scholarship you will find the application form on the following three pages. Complete and return to the Chairman of the Home Economics Scholarship Committee, South Dakota State University. A letter of application covering other information about yourself and your plans may be included.

All applications must be returned not later than May 15. Announcement of winners will be made by the Executive Council, at the Annual State FHA Meeting.
FHA SCHOLARSHIP APPLICATION

This application filled in, with the recommendations, should be returned to the Chairman of the Home Economics Scholarship Committee not later than May 15. Please answer all questions with careful and accurate detail.

Name in full _______________________________________

Permanent address ____________________________________________

Street  City  County  State

Age last birthday _____ Date of birth _______ Place of birth ______

Is your health good? _____ If you have physical handicaps briefly explain:

________________________________________________________________________

Graduating from ________________________________ High School.

List all courses taken in High School with grades for each course:

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<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
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High School Rank ___________________ Senior Class of ________

Have you had any special recognitions or have you abilities or talents in Home Economics? Explain:

________________________________________________________________________

________________________________________________________________________

Honors or accomplishments during High School (excluding FHA).
How many years have you been a member of FHA?

List any offices (local, regional, or state) which you have held and state the year for each:

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<th>Office</th>
<th>Year</th>
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List any degrees you have received and the date that you received them:

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<th>Degree</th>
<th>Date Received</th>
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List worthwhile projects you have participated in which have met FHA goals:

State how you have benefited from FHA.
Name of parent or guardian ____________________________________________

Address of parent or guardian ________________________________________

Father: ___________________________ Living: ___ Occupation: ______

Mother: ___________________________ Living: ___ Occupation: ______

Guardian: ________________________  Living: ___ Occupation: ______

Number of older brothers ____ older sisters ____ younger brothers ____

younger sisters ___

How many persons are dependent upon your parents or guardian for support? (See also next page for extenuating circumstances): ______

How much financial aid do you expect to receive from your parents or guardian? Explain fully: ____________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Name any other persons from whom you expect financial aid during the freshman year (indicate approximate amounts) _________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Explain what employment you have had during the past year and indicate how much you have earned: ____________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

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Indicate the approximate total amount of money you will have available from all sources for your first year in College. _________________
Make any further statement which you feel will provide information of value to the Scholarship Committee in considering your application.
(Also any extenuating circumstances on parents' income):

The above statements are correct and true to the best of my knowledge and belief. I have read page one on "Scholarship Information."

Date ___________ Signed ____________________________

(Applicant)

Please ask two persons to fill out the enclosed forms and have them mail their answers directly to the Chairman of the Home Economics Scholarship Committee, South Dakota State University, Brookings. Give their names and addresses here:

TO BE FILLED IN BY SCHOLARSHIP COMMITTEE

Date Received ___________ High School Rank ____ Senior Class of

Awarded ____________________________
FUTURE HOMEMAKERS OF AMERICA
RECOMMENDATION FOR FHA SCHOLARSHIP

Name of applicant

Address

Your knowledge of this student will assist the FHA Scholarship Committee in considering her qualifications for scholarship aid. May we have your recommendation, from either records or personal knowledge, on the following four points? Your statement will be given considerable weight by the committee and will be held strictly confidential.

1. Academic aptitude and promise:

2. Personal qualifications. Does the student accept responsibility without prodding? (Mention any activities in which you have observed the applicant. Give your estimate of the quality of her performance):

3. What do you know of the applicant's financial needs? Please be as specific as possible.

4. Additional remarks:

Date __________ Signed: ____________________________________________

(Title or occupation)

Please return directly to: Chairman of Home Economics Scholarship Committee, South Dakota State University, Brookings, South Dakota
SCHOLARSHIP INFORMATION:

One or two of these scholarships are awarded to South Dakota Home Economic students each year in accordance with the following regulations:

a. Applicants must be legal residents of South Dakota and must have completed two years of college education toward a Vocational Home Economics Education Degree.

b. All applicants must have been active members of the Future Homemakers of America Association for at least three years during High School attendance.

c. Each applicant must possess promise, good character, high scholastic achievement, and furnish information showing need for financial assistance.

d. Awards shall be based upon scholastic promise, need, citizenship, personality and seriousness of purpose as evidenced by recommendations, academic records, and interviews.

e. Applicants must be attending a college or university in South Dakota to obtain a Vocational Home Economics Education Degree, and planning to teach in South Dakota after graduation.

f. The scholarship money which is in the State Scholarship FHA Fund will be presented to the selected applicant in thirds at the time of registration for each term. The checks will be handled by the Scholarship Committee of the college.

g. The final selection of scholarship winners will be made by the following committee
   FHA Officers for the Year.
   Imogene Van Overschelde, State FHA Adviser, Pierre, and
   Home Economics Scholarship Committee, South Dakota State
   University

If you are interested in applying for this scholarship you will find the application form on the following three pages. Complete and return to the Chairman of the Scholarship Committee, South Dakota State University. A letter of application covering other information about yourself and your plans may be included.

All applications must be returned not later than May 15th. Announcement of winners will be made by the Executive Council, at the State FHA Convention.
FHA SCHOLARSHIP APPLICATION

This application filled in, with the recommendations, should be returned to the Chairman of the Scholarship Committee not later than May 15th. Please answer all questions with careful accurate detail.

Name in full ____________________________________________

Permanent address __________________________ Street RFD City County State

Age last birthday ________ Date of birth ________ Place of birth ________

Is your health good? ________ If you have physical handicaps briefly explain:

Graduate of ____________________________ High School.

List all courses taken in High School with grades for each course:

Freshman Year ____________________________ Sophomore Year ____________________________

Junior Year ____________________________ Senior Year ____________________________

Have you had any special recognitions or have you abilities or talents in Home Economics? Explain:

Honors or accomplishments during High School.
How many years have you been a member of FHA?

List any offices (local, regional, or state) which you have held and state the year for each:

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<th>Office</th>
<th>Year</th>
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List any degrees you have received and the date that you received them:

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<th>Degree</th>
<th>Date Received</th>
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List worthwhile projects you have participated in which have met FHA goals:

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<th>Project</th>
<th>Details</th>
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State how you have benefited from FHA.
List all courses taken in your first and second year of college with grades and credit hours for each course:

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<th>Grades</th>
<th>Credit Hours</th>
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Honors or accomplishments in College:

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Name of parent or guardian

Address of parent or guardian

Father: ___________________ Living: __ Occupation: __________

Mother: ___________________ Living: __ Occupation: __________

Guardian: ___________________ Living: __ Occupation: __________

Number of older brothers _____ older sisters _____ Younger brothers _____ younger sisters _____

How many persons are dependent upon your parents or guardian for support? (See also next page for extenuating circumstances): __________

How much financial aid during the next year do you expect to receive from your parents or guardian? Explain fully: __________________________

Name any other persons from whom you expect financial aid during the next year (indicate approximate amounts): __________________________

Explain in any employment you have had during the past year and indicate how much you have earned: __________________________

Indicate the approximate total amount of money you will have available from all sources for your next year in College: __________________________
Indicate the approximate total amount of money you had available from all sources in your first year of college. List all the sources also:

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<th>SOURCES</th>
<th>AMOUNT OF MONEY</th>
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Is there any person partially or wholly dependent upon you for support?

If so, how are they related to you and to what extent are they dependent?

How did you spend last summer vacation?

If employed, state income and amount saved

What will be your minor field in college?

Please ask two persons to fill out the enclosed forms and have them mail their answers directly to the Chairman of the Scholarship Committee, South Dakota State University, Brookings. Give their names and addresses here:

Make any further statement which you feel will provide information of value to the Scholarship Committee in considering your application. (Also any extenuating circumstances on parents' income):
The above statements are correct and true to the best of my knowledge and belief. I have read page one on "Scholarship Information."

Date________________ Signed__________________________________________

(Applicant)

TO BE FILLED IN BY SCHOLARSHIP COMMITTEE

Date Received________________ College Rank__________________________

Awarded_________________________________________________________
RECOMMENDATION FOR FHA SCHOLARSHIP

Name of applicant__________________________________________________________

Address______________________________________________________________

Your knowledge of this student will assist the FHA Scholarship Com-
mittee in considering her qualifications for scholarship aid. May we have your recommendation, from either records or personal know-
ledge, on the following four points? Your statement will be given considereable weight by the committee and will be held strictly con-
fidential.

1. Academic aptitude and promise:

2. Personal qualifications. Does the student accept responsibility without prodding? (Mention any activities in which you have observed the applicant. Give your estimate of the quality of her performance):

3. What do you know of the applicant's financial needs? Please be as specific as possible.

4. Additional remarks:

Date_______ Signed:______________________________

Title or occupation

Please return directly to: Chairman of Home Economics Scholarship Com-
mittee, South Dakota State University,
Brookings, South Dakota
NOMINATION OF CANDIDATES FOR STATE HONORARY MEMBERSHIP IN
SOUTH DAKOTA FUTURE HOMEMAKERS OF AMERICA

1. Nomination of an individual for honorary membership may be submitted by a certificated chapter in the state, by members of the Executive Council or members of the Advisory Board.

2. Nomination forms must be submitted to the state office two weeks prior to the fall meeting of the State Executive Council.

3. The State Executive Council will review credentials of those nominated and will make final selection.

4. No more than two state honorary memberships may be conferred each year.

CRITERIA FOR HONORARY MEMBERSHIP

To be eligible for a state honorary membership in the Future Homemakers of America organization the candidate should have made contributions which have fulfilled one or more of the following:

1. Has helped to promote the objectives of the South Dakota Future Homemakers of America.

2. Has helped advance the homemaking programs in high schools of South Dakota.

3. Has given outstanding assistance which has helped develop home economics and/or Future Homemakers of America organization.
RECOMMENDATION FOR HONORARY MEMBERSHIP

The ___________________________ Chapter wishes to recommend the following person for Honorary Membership in the South Dakota Association of Future Homemakers of America.

Basis on which the award is to be made:

A. Has helped to promote the objectives of the South Dakota Future Homemakers of America. The influence of these accomplishments should reach beyond the local chapter.

A person is or (has been):

1. A state adviser.
2. A member of the Advisory Board.
3. A former state officer who has maintained interest in the Future Homemakers of America and has promoted it on the state or local chapter level.
4. A mother of a state officer.
5. A chapter parent.
6. A professional home economist.
7. A public relations person.
8. A state officer's adviser.

B. Has helped advance the homemaking program in high schools of South Dakota.

A person is (or has been):

1. A homemaking teacher.
2. A member of the State Department of Public Instruction.
3. A member of the State Board of Education.
4. A member of the State Board of Regents.
5. A supervising teacher.
6. A home economics educator.
7. A professional educator.
8. A school administrator.
9. A head of home economics at a college or university.
10. A public relations person.

C. Has given outstanding assistance which has helped develop home economics or the Future Homemakers of America organization.

1. Carried out an effective FHA public program that has helped interpret FHA in the state.
2. Authored publications of value to youth in working toward homemaking and FHA goals.
3. Achieved state recognition in home economics which has helped gain prestige for or helped to promote FHA.

4. Has been active in state-wide recruitment of students for home economics.

5. Has taken an active part in one or more State FHA meetings.


7. Has been actively associated with FHA for many years.

8. Has helped with student teachers.

9. Has high personal qualifications.

10. Others.

We submit the following evidence that the person recommended has given outstanding assistance which has helped develop home economics and/or Future Homemakers of America (as checked under C.).