Membership Application

Name ____________________________
First                      Middle                      Last

Address __________________________
Street, Route or Box Number City State Zipcode

Telephone (____) ______________ Email __________________________

County ____________________________ Club __________________________

Year joined ECA __________________________

Special Interests or Abilities:

_________________________________________________________________

Choose Membership Option: $10.00 per year plus county dues
[ ] Member
   An individual who participates in activities through a club or county council

[ ] Associate Member
   An individual who is not a member of a local club but enjoys an association with ECA
   through receipt of educational material and newsletter, participates in selected activities
   without holding office and is without vote.

Age (Optional):
[ ] Under 18  [ ] 18-25  [ ] 26-35  [ ] 36-45  [ ] 46-55  [ ] 56-65  [ ] over 65
Appendix B

County Membership Dues Report Form
Due December 1

County_________________________ District ___________________________

County President ___________________________ Email ___________________

Address __________________________________________________________

County Treasurer ___________________________ Email ___________________

Address __________________________________________________________

Phone – home ( ) ___________________ work ( ) __________________________

Liaison Agent ___________________________ Email ___________________

Phone ( ) __________________________________________________________

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of ECA Clubs _______ @ $6.00 each</td>
<td>_______</td>
</tr>
<tr>
<td>Number of ECA Active Members _______ @ $10.00 each (includes TTH Subscription)</td>
<td>_______</td>
</tr>
<tr>
<td>Attach list with name and address of each</td>
<td></td>
</tr>
<tr>
<td>Additional Tar Heel Homemakers subscription _______ @ $3.00 each</td>
<td>_______</td>
</tr>
<tr>
<td>Attach list with name and address of each</td>
<td></td>
</tr>
<tr>
<td>TOTAL AMOUNT OF CHECK ATTACHED</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

* Please include names and addresses of Emeritus or Lifetime members that should receive the Tar Heel Homemakers

Enclose check payable to NCECA, Inc., Membership list and/or Membership application. Mail to:

Ruth Clifton
137 Sea Bird Lane
Sneads Ferry, NC 28460

2013-14 A2
Expense Reimbursement

Name ___________________________________________ County ______________________

Address ___________________________________________ City _______________ Zipcode ______

Position in organization ___________________________ Date ______________________

Destination: From ___________________________ To: ___________________________

Itemize Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage</td>
<td>$ _____</td>
</tr>
<tr>
<td>Phone</td>
<td>_______</td>
</tr>
<tr>
<td>Car ____ miles @ .55</td>
<td>_______</td>
</tr>
<tr>
<td>Bus/Plane Fare (economy rate)</td>
<td>_______</td>
</tr>
</tbody>
</table>

Total $_______

Lodging Expenses:

$ ______ per night x _____ # nights

½ of total paid by you, double occupancy rate

Total $_______

Registration: $_______ ½ of total paid by you

Total $_______

Other expenses ________________________________

______________________________

Total $_______

Total All Expenses $_______

Approved by: ________________________________

President

1. People riding with me ________________________________

2. I rode with ________________________________

• **Receipts** required for all expenses except mileage!
• Submit within 60 days of expenditure and no later than December 15
• Submit to the President of the level of ECA you are representing for reimbursement
• Mileage is only reimbursed for miles in personal vehicle
Leadership Candidate Application

Name _____________________________________________________________________________

Address ___________________________________________________________________________

Phone Number (___) __________________________ Email (required) __________________________

Club __________________________ County __________________________ District ____________

Number of years in NCECA ______________________

List ECA offices held in the last five years:
  ▪ Local
  ▪ County
  ▪ District
  ▪ State

List ECA committees served on. Mark with * if you chaired:
  ▪ Local
  ▪ County
  ▪ District
  ▪ State

For each of the following, please include only activities within the last five years.

List leadership in planning sessions for ECA or other NCCE programs.

List special training received through NCCE. Include Master programs.

List workshops or programs you conducted, number of people reached and the impacts realized.

Describe in your own words on a separate sheet, “The personal value of ECA to me.” Emphasize tangible and intangible values, satisfaction gained through diverse opportunities and personal growth. You may want to include honors, awards, participation in and officers held in other organizations, special community service opportunities, family information, special interests and hobbies.

Attach a recommendation from ECA Liaison Agent.

Signature ___________________________________ Date ______________________________
## NCECA, Inc. Leadership Team Rotation

### Position

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>NE</td>
<td>NC</td>
<td>SE</td>
<td>SC</td>
<td>W</td>
<td>NE</td>
<td>NC</td>
<td>SE</td>
</tr>
<tr>
<td>President-elect</td>
<td>NC</td>
<td>SE</td>
<td>SC</td>
<td>W</td>
<td>NE</td>
<td>NC</td>
<td>SE</td>
<td>SC</td>
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<tr>
<td>Past President</td>
<td>W</td>
<td>NE</td>
<td>NC</td>
<td>SE</td>
<td>SC</td>
<td>W</td>
<td>NE</td>
<td>NC</td>
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### State Conference

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<tbody>
<tr>
<td>Host</td>
<td>NCECA</td>
<td>W</td>
<td>SC</td>
<td>NC</td>
<td>SE</td>
<td>NE</td>
<td>W</td>
<td>SC</td>
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<td>W</td>
<td>SC</td>
<td>NC</td>
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<td>NE</td>
</tr>
<tr>
<td>State Cultural Arts Coordinator</td>
<td>NC</td>
<td>W</td>
<td>SC</td>
<td>NC</td>
<td>SE</td>
<td>NE</td>
<td>W</td>
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<td>SC</td>
<td>NC</td>
<td>SE</td>
<td>NE</td>
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</table>
North Carolina Extension & Community Association, Inc.

SCHOLARSHIP RECIPIENT – LETTER OF INSTRUCTION

To: _____________________________________________

Congratulations on being selected as the recipient of the North Carolina Extension & Community Association Scholarship. Your award of $800 will be disbursed to you upon receipt of the following required items. Please follow these instructions carefully.

1. Return this page, with the form below filled out to: NCECA, Inc.,
   Ruth Clifton
   137 Sea Bird Lane
   Sneads Ferry, NC 28460

2. Attach a letter from your college or vocational school’s Registrar’s Office stating that you are officially enrolled for the coming semester.

This request for payment of scholarship will not be processed, but will be returned to you if you have not included the above items.

Allow 2 to 4 weeks from mailing your request for your check to arrive.

Sincerely,

___________________________ County Council President

NAME OF STUDENT _______________________________ EMAIL ___________________________________
ADDRESS ______________________________________ CITY & ZIPCODE ___________________________
PHONE NUMBER ___________________ SCHOOL NAME ________________________________
STUDENT ID # ___________________________
SCHOOL ADDRESS ____________________________________________
North Carolina Extension & Community Association, Inc.
Scholarship Application

Application must be completed and returned by February 1st

Check one:

____ Youth Application
(An individual currently in senior year of high school or in college with no break in her/his formal education)

____ Adult Application
(An individual who has completed high school and has had a break in her/his education and wishes to further her/his education.)

TO BE PAID THE FOLLOWING FALL TERM
Previous applicants and/or recipients may reapply each year that they remain in school

The purpose of the scholarship is to assist students in obtaining a degree at any North Carolina college, in any field of study, with priority given to Family and Consumer Sciences. (Part-time students must carry no less than six (6) hours per semester and full-time students must carry no less than twelve (12) hours per semester.)

1. Full Name________________________________________________________________________
   First  Middle  Last

2. Home Address ______________________________________________________________________
   Street or Route ___________________________  County ________________
   City ___________________________  State ________________  Zip ____________
   Telephone (____)_______________________

3. Date of Birth ___________________________  Email _________________________________

4. Intended Major ____________________________________________________________________

5. Intended College ___________________________________________________________________
   Have you been accepted  (   ) yes  (   ) no

6. Career Objectives __________________________________________________________________
   ________________________________________________________________________________

7. Marital Status  ____single  ____married  ____divorced  ____widowed

8. Parents’ Names and Occupation ________________________________

9. Ages of dependent children (if applicable) ___________________________________________
   Ages of dependent siblings (if applicable) ____________________________________________
10. **Activities and Honors** (Include honors, offices, etc. in school, community, and church) (25%)

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

11. **Connection and Involvement with Cooperative Extension Service (NCCES)** (25%)

( NC Extension & Community Association (NCECA) member or relative, 4-H, programs presented for NCCES, etc.)

_________________________________________________________________________________

_________________________________________________________________________________

12. **Financial Need** (25%)

a. Approximate family income per year (check one):
   - ( ) below $10,000
   - ( ) $10,000 to $20,000
   - ( ) $20,000 to $30,000
   - ( ) $30,000 to $40,000
   - ( ) $40,000 to $50,000
   - ( ) above $50,000

b. Approximate tuition and fees per year for school/university __________________________

c. Employment ________________________________________________________________

d. How do you plan to finance your education _______________________________________

13. **Scholarship Potential** (25%)

a. Attach high school or college transcripts.

b. List scholarships applied for or received __________________________________________

___________________________________________________________________________

14. Expected date of college/university graduation __________________________________

15. Attach a paragraph briefly explaining the value or impact the NCECA, Inc. and/or the NCCES has had on your life.

16. References - Attach three (3) letters of reference

17. Reviewed by NCECA, Inc. County Council President

___________________________________________ Date ____________________________

NCECA, Inc. County Council President

___________________________________________ Date ____________________________

Applicant’s Signature
Appendix H

Membership Total________
County/Club*______________
District ___________________
Year______________________

### Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>First Vice-president</td>
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<tr>
<td>Second Vice-president</td>
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<tr>
<td>Corresponding Secretary</td>
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<td>Recording Secretary</td>
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<td>Treasurer</td>
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<td>Advisor</td>
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<tr>
<td>ECA Liaison Agent</td>
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</table>

*Club officers are sent to County President & Liaison Agent
County Officers are sent to NCECA Vice-president of the District & NCCE State Association Advisor

2013-14 A9
DIRECTORY OF LOCAL CLUB MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Address</th>
<th>Fax</th>
<th>Email</th>
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</table>
## County Extension Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Director</td>
<td></td>
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<tr>
<td>Family and Consumer Sciences Agent</td>
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<td></td>
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<tr>
<td>ECA Liaison Agent</td>
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</tr>
<tr>
<td>Agriculture Agent(s)</td>
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<tr>
<td>4-H Agent(s)</td>
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<tr>
<td>Community Resource Development Agent</td>
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<tr>
<td>Clerical Support</td>
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</table>
ECA Glossary of Terms

ACWW – Associated Country Women of the World, our international organization. It works to improve standards of living for all women and their families through its worldwide projects. ACWW also works with the United Nations on a consultative basis as a non-governmental organization. The work of ACWW is supported through memberships, Pennies for Friendship and contributions to specific projects.

Cook Smart/Eat Smart – a multi-session cooking school that provides hands-on learning in the kitchen while preparing foods based on simple and healthy cooking methods.

County Council – the county level organization (usually ECA County officer, club presidents) that meets regularly to coordinate activities, programs and projects within the county.

Cultural Arts – county, district and state competition in the arts, such as fine art, handcrafts, needlework, quilting, creative writing, etc. Refer to the ECA Yearbook for categories and rules of entry.

CVU – Certified Volunteer Units, a way to track volunteer hours contributed in Extension, community and civic organizations. Recognition is given during the NCECA State Conference.

CWC – County Women’s Council is a coordinating council composed of ACWW member societies in the USA. It meets annually to promote the work of ACWW.

EFNEP – Expanded Foods and Nutrition Education Program helps limited resource youth and families with children learn how to eat healthier meals and snacks, stretch their food dollars and reduce the risk of food-borne illnesses.

Extension District – North Carolina Cooperation Extension is divided into districts. Each district is represented on the NCECA Leadership Team by their president.

NVON – National Volunteer Outreach Organization is member organizations working together to promote communication, education and volunteerism for all people.

NCECA - North Carolina Extension & Community Association, the official name of our state organization.

NCECA State Conference – the annual meeting of NCECA, Inc. and is hosted by a district on a rotation schedule for the purpose of the annual business meeting, educational training and Cultural Arts competition.

NCECAF – North Carolina Extension & Community Association Foundation was established in April 2010. Its mission is to provide private resource development to expand the learning opportunities for individuals and families to make a difference in the communities where they live.

Pennies for Friendship – donated voluntarily by members and Member Societies, are the main source of ACWW's income to support projects.

Project in Common – a NVON selected project in which all member states participate

Tar Heel Homemakers - the organization’s printed newsletter mailed to all members.

Tar Heel Homemakers eNews - the organization’s electronic newsletter.
Report for Year ____________
[ ] December - May  or [ ] June - November

[ ] Individual    [ ] ________________________Club [ ] ________________________ County

Name ___________________________ Phone (____) ___________ Email ________________

Address ____________________________

Liaison Agent ____________________________

# Members ___________ # Clubs ___________ # New Members ___________

In each area below, please report your participation/ accomplishments. Use additional sheets if needed!

**Leadership** (Leading others, holding office, planning, teaching, etc.)

<table>
<thead>
<tr>
<th>Name of program, project, event, activity, etc.</th>
<th>Volunteer Hours</th>
<th>Number reached</th>
<th>Actual Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ECA</td>
<td>Other</td>
<td>Spent</td>
</tr>
<tr>
<td>ex. Served as local ECA club secretary</td>
<td>24</td>
<td>240</td>
<td>15.00</td>
</tr>
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</table>

**Education** (Participating in a learning opportunity, etc.)

<table>
<thead>
<tr>
<th>Name of program, project, event, activity, etc.</th>
<th>Volunteer Hours</th>
<th>Number reached</th>
<th>Actual Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ECA</td>
<td>Other</td>
<td>Spent</td>
</tr>
<tr>
<td>ex. Participated in Aging With Gusto!</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Community Service**

<table>
<thead>
<tr>
<th>Name of program, project, event, activity, or items donated etc.</th>
<th>Volunteer Hours</th>
<th>Number reached</th>
<th>Actual Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex. Pennies for Friendship</td>
<td>1</td>
<td>15</td>
<td>75.00</td>
</tr>
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</table>
Communications & Marketing

<table>
<thead>
<tr>
<th>Name of program, project, event, activity, etc.</th>
<th>Volunteer Hours</th>
<th>Number reached</th>
<th>Actual Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex. Local ECA Centennial Tea</td>
<td>6</td>
<td>55</td>
<td>20.00</td>
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</tbody>
</table>

Totals from ALL listed above:

Volunteer Hours: # ECA _________________ # Other _______________
Number Reached ____________________
Contributions:
Dollars Spent $ _______________ Donated: $ _______________
Items Donated: # _______________ $ ___________
Total $ value of contributions _____________________________

Club & County Report Only!

Does your county have:
- a newsletter? Yes [   ] No [   ]
- Electronic? Yes [   ] No [   ]
- a marketing brochure? Yes [   ] No [   ]
- a facebook page? Yes [   ] No [   ]

Does your club or county give scholarships? Yes [   ] No [   ]
If yes, number and amount, (i.e. 2 @ $500) ________ @ $ ___________

Membership Ideas: Explain what activity was tried, was it successful, what would you change?

Share a speaker or program. Please share name and contact information of a speaker, program or project your county enjoyed this year.

Name _______________________________ Phone (        ) _______________ Email ____________________
Address __________________________________________________________________________________

When and who for submission

July 1: Submit individual (for CVU) and county form to NCECA VP - Reports and Recognition
CVU (hours brought forward) ________

June 1 & Presidents submit club forms to council president and liaison agents (for County
December 1 recognition and liaison agent Accomplishment Reports)

June 15 &
December 15