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June 2012 updates
North Dakota Association for
Family & Community Education

_____ (year) Dues

ND FCE County Treasurer’s Report Form
Due to the State Treasurer by November 15 of the current year

County________________________ Treasurer __________________________
Address __________________________ __________________
Phone # __________________________

Number of CLUBS in County ______
___ NDFCE members
___ NDFCE Supporting Members
___ Senior Members
___ Family Memberships
___ Total COUNTY membership

Count Your Membership as of October 1st

Assessments:
___ NDFCE Members at $______ ($___ Nat’l, $___ ND) = $______
___ NDFCE Senior Members at $______ ($___ Nat’l, $___ ND) = $______
___ NDFCE Supporting Members at $______ ($___ Nat’l, $___ ND) = $______
___ NDFCE Family Membership at $______ ($____ Nat’l, $___ ND) = $______

Scholarship Fund:
___ Clubs x $2 (per club) = $______
Miscellaneous Donations = $______

Contributions:
Peace Garden = $______
Coins for Friendship = $______
Nickels for Leadership = $______
4-H Achievements and Awards = $______

TOTAL ENCLOSED: = $______

Please make checks payable to: North Dakota FCE and send the check and form to the NDFCE State Treasurer.

All Members must complete and enclose National FCE membership form. NDFCE needs everyone’s name and address along with dues paid. Thank you!
North Dakota FCE County Officers Report for _______ (year)

Due to State President by November 15 of each year.

County ______________________________

President ______________________________
Address ________________________________
_______________________________________
Phone # __________________ email ____________

VP ____________________________________
Address ________________________________
_______________________________________
Phone # __________________ email ____________

Secretary ______________________________
Address ________________________________
_______________________________________
Phone # __________________ email ____________

Treasurer ______________________________
Address ________________________________
_______________________________________
Phone # __________________ email ____________
North Dakota FCE Marketing Report Form

Summary of work done in _______ (year)       Club ______________________
                                              County ______________________

Due Date: Postmarked by January 15 to County Vice President

Person submitting report:   Name: ______________________________
                            Address: ______________________________
                                             _________________________
                            Phone #: ______________________________

Definitions:  FCE: Dues paying member
                  Others: County Extension Service, other speaker, etc.
             Hours Volunteered: preparation time, travel time, presentation, follow-up (may
                                 include time for taking workshop)

1. Number of sessions held in the past year:
   ____ Membership Development training sessions
   ____ Pledge Campaign training session
   ____ Marketing training sessions

2. How have National FCE Marketing Notebook materials been used?

3. Write a short summary on a separate sheet about the most successful program done in
   marketing, membership development and/or the Pledge Campaign Project.

Level the program was conducted:  County _____  District _____  State _____

Presenters:

FCE _____  # of hours volunteered _____
Others _____  # of new members _____
North Dakota FCE International Report Form

Summary of work done in _____ (year)  
Club ____________________________  
County __________________________

Due Date: Postmarked by January 15 to the County Vice President

Person submitting report:  
Name: ____________________________________  
Office/Title ____________________________________  
Address: _____________________________________  
Phone #: _____________________________________

Definitions:  
FCE: Dues paying member  
Others: County Extension Service, other speaker, etc.  
Hours Volunteered: preparation time, travel time, presentation, follow-up (may include time for taking workshop)  
Number Reached: People who attended the lessons  
Media: # reached through media circulation or coverage  
ACWW: Associated Country Women of the World  
CWC: Country Women’s Council (USA)

A. Education

<table>
<thead>
<tr>
<th>Lessons Presented</th>
<th>Presenters</th>
<th>Hours Vol.</th>
<th># Reached</th>
<th>Media</th>
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</thead>
<tbody>
<tr>
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<td>Others</td>
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<td>CWC</td>
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<td>FCE “India Project”</td>
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<tr>
<td>ACWW Projects</td>
<td></td>
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</tr>
</tbody>
</table>

B. Action

FCE Global Project  
Lady Aberdeen ________  
Elsie Zimmerman ________  
Nutrition ________  
Water for All ________  
UNICEF

FCEs India Project ________  
Pennies for Friendship ________  
IFYE ________  
CWC

<table>
<thead>
<tr>
<th># Letter Friends</th>
<th># Countries</th>
<th># Correspondence Links</th>
<th># Groups</th>
<th>Promote Ruth B Sayer Scholarship</th>
<th>Yes</th>
<th>No</th>
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<tbody>
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</tbody>
</table>

Number attending annual CWC meeting ________  
Number attending ACWW Triennial ________  
Number of ACWW Individual Members ________  
Number of IFYEs Hosted ________  
Attach a prior statement on results of your International Day or other International Project
North Dakota Family ChoicE-TV Report

Summary of work done in ____ (year)  Club ______________________  County ______________________

Due Date: Postmarked by January 15 and sent to the County Vice President

Person submitting report:

Name ___________________________________________ Office/Title ______________________

Address __________________________ City ______________ State____ Zip _______

Phone # "_____________

Refer to the Family ChoicE-TV planbook and the Success Stories returned after each program.

Definitions:  
FCE: Dues paying member  
Others: County Extension Service, other speaker, etc.  
Hours Volunteered: preparation time, travel time, presentation, follow-up (may include time for taking workshop)  
Number Reached: People who attended the lessons  
Media: # reached through media circulation or coverage

<table>
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<th>Program</th>
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<th>Hours Vol</th>
<th># Reached</th>
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<td></td>
<td>FCE</td>
<td>Others</td>
<td>FCE</td>
<td>Others</td>
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<tr>
<td>TV/Video Festival</td>
<td></td>
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<tr>
<td>To Speak the Truth</td>
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<tr>
<td>FCE on the Scene</td>
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<tr>
<td>Creating a List</td>
<td></td>
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<tr>
<td>Children’s TV Diary</td>
<td></td>
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<tr>
<td>TV Viewing Pledge</td>
<td></td>
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<tr>
<td>Children’s TV Guide</td>
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<tr>
<td>Grandparents’ Reading/Video</td>
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<tr>
<td>Book-Video Donations</td>
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<td>Advocacy</td>
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<td>FCE-TV Apr 5 Tune Out Violence</td>
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<tr>
<td>International Children’s Day of Broadcasting</td>
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<td>Totals</td>
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</table>
North Dakota FCE / Community Successful Program Report

Summary of work done in _____ (year)  Club _________________________  County _______________________

Due Date: Postmarked by January 15 / February 1 and sent to County/State Vice President

Person submitting report:

Name __________________________________________________ Office/Title ________________________
Address _____________________________________________ City ______________State____ Zip _______
Phone # ________________

Briefly describe the objective and results of Club’s most successful community focus program

1. How many FCE members participated? _____
2. How many hours were volunteered?  FCE members ____  Non-Members ____
3. How many people were reached?  FCE members ____  Non-Members ____
4. What is the total amount of dollars spent on this program (materials, publicity, travel, postage, telephone, food, etc.)  $__________
North Dakota FCE Literacy Report

Summary of work done in _____ (year)  Club __________________________
County _______________________

Due Date: Postmarked by January 15/February 1 and sent to County/State Vice President

Person submitting report:
Name __________________________________________________ Office/Title ________________
Address _____________________________________________ City ______________ State____ Zip _____
Phone # ____________________

Definitions:  
FCE: Dues paying member
Others:  County Extension Service, other speaker, etc.
Hours Volunteered: preparation time, travel time, presentation, follow-up (may include time for taking workshop)

A. Family Literacy

<table>
<thead>
<tr>
<th>Lessons Presented</th>
<th>Presenters</th>
<th>Hours Vol</th>
<th># Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Literacy</td>
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<tr>
<td>Library</td>
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<tr>
<td>Television Literacy</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

Action:
Number of FCE members “trained” as Literacy Tutors ____ Hours Vol ____
Number of FCE members who made story aprons ____ # of aprons ____ Hrs. Vol ____
Number of FCE members who read to children ____ to adults ____ Hrs. Vol ____
Number of FCE members who gave books ____ # of books ____ Hrs Vol ____
Number of FCE members who assisted children in exploring the fine arts ____
Number of children reached ____

B. Public Policy Literacy

<table>
<thead>
<tr>
<th>Lessons Presented</th>
<th>Presenters</th>
<th>Hours Vol</th>
<th># Reached</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>FCE</td>
<td>Other</td>
<td>FCE</td>
</tr>
<tr>
<td>Families &amp; Law</td>
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<tr>
<td>From Ideas to Action</td>
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<tr>
<td>Motivating Yourself &amp; Fellow Workers</td>
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<tr>
<td>Working with the Legislature</td>
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<tr>
<td>Total</td>
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</tr>
</tbody>
</table>
Action:
Number of FCE members participating in Legislative Day, Capitol Day, etc. ______
Number of FCE members who contacted a decision maker  Local _____ State _____ National _____
Number of FCE members who participated in a public policy issue or community project _____
Number of FCE members who ran for a public office _____

C. Consumer Literacy

<table>
<thead>
<tr>
<th>Lessons Presented</th>
<th>Presenters</th>
<th>Hours Vol.</th>
<th># Reached</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>FCE</td>
<td>Others</td>
<td>FCE</td>
<td>FCE</td>
<td>Non-Members</td>
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<td>I.</td>
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<tr>
<td>Purchasing Skills</td>
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<td>EnviroShopping</td>
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<td>Food Labels</td>
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<td>Product Warranties</td>
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<td>Recycle</td>
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<tr>
<td>II.</td>
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<tr>
<td>Consumer Choice</td>
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<td>Rights &amp; Responsibilities</td>
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<td>Consumer Fraud</td>
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<td>Nutrition</td>
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<td>Consumer Services</td>
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<tr>
<td>New Technology</td>
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<td>Total</td>
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</tbody>
</table>

Action: Number of FCE members who actively recycled _____ Hrs. Vol. _____

D. Organizational Literacy

<table>
<thead>
<tr>
<th>Lessons Presented</th>
<th>Presenters</th>
<th>Hours Vol.</th>
<th># Reached</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>FCE</td>
<td>Others</td>
<td>FCE</td>
<td>FCE</td>
<td>Non-Members</td>
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<td>FCE Literacy</td>
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<tr>
<td>ACWW / CWC</td>
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<tr>
<td>Total</td>
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</table>

Action: Number of FCE members who attended
County Meetings _____
District / Area Meetings _____
State Meetings _____
National Meetings _____
Number of Club Presidents who attended National FCE Annual Conference _____

TOTAL AMOUNT of MONEY SPEND ON ALL LESSONS AND TRAININGS: ________
Application for Freshman Scholarship

This scholarship is awarded by the North Dakota Association for Family and Community Education (NDFCE) to two or more high school seniors who plan to enroll at an accredited college or university offering a major in Family or Consumer Sciences or related field leading to a B.S. or B.A. degree. A check for $250 will be sent to the appropriate college or university after the scholarship recipient has satisfactorily completed the first quarter / semester and having registered for a second quarter / semester. This scholarship must be used within two years.

This form is to be completed by the applicant and mailed to the NDFCE Coordinator for Young Families by April 1.

The application should include the following:

1. Application form.
2. Picture of applicant (for publicity purposes only).
3. Transcript of grades, including standardized test scores such as ACT/SAT.
4. Recommendation of school superintendent, principal, or counselor.
5. Letters of recommendations from the two persons listed as references on the application form.

Applicants having out of state addresses must be children of NDFCE members, be enrolled in North Dakota high schools or be NDFCE club members.

Name _________________________________________________________________________________

Address _________________________________________  City ______________ State ____ Zip _______

County _______ Phone number ______________

Hometown Paper (for publicity purposes) _____________________________________________________

Date of Birth ______________ Social Security # _____________________

Both Parents’ Full Names (or spouse’s full name) ______________________________________________

Occupations(s) of Parents / Guardians ________________________________________________________

Number of sisters / brothers ______________ Ages __________________________

Name / Address / City of high school _________________________________________________________

Name / Address of High School Principal / Superintendent at time of graduation________________________

Academic Rank _______ in a class of _______ seniors.

List any high school organizations, activities, or contests in which you have been active. Note offices / leadership positions held.
List any community activities or contests (church, 4-H, etc.) in which you have been active. Note offices / leadership positions held.

List other honors and recognitions:

List all employment experiences, starting with your current or most recent job.

Do you have any post high school education? ______ If so, please attach a transcript of grades. Please note any conditions or factors you would like the scholarship committee to consider in their selection process.

**References**: List two persons (not relatives) in your community who know about your leadership skills and character.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone #</th>
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<table>
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<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone #</th>
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</table>

What college / university are you planning to attend? (You must attend a college or university offering a major in Home Economics or related field.)

Why are you interested in obtaining a B.S. or B.A. degree in Home Economics or related field?

Signature of Applicant  Date
Superintendent / Principal or Counselor
Recommendation for Applicant for Freshman Scholarship
Awarded by North Dakota Association for Family & Community Education (NDFCE)

Name of Applicant ________________________________________ Date _________________

On the scale below, please rate the student whose name appears above. Mail the completed reference for me the NDFCE Coordinator for Young Families no later than April 1.

**Applicant: Please supply the superintendent / principal / counselor with the name and address of the current NDFCE Coordinator for Young Families**

<table>
<thead>
<tr>
<th>Character</th>
<th>Lowest</th>
<th>Low</th>
<th>Average</th>
<th>High</th>
<th>Highest</th>
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<td>Personality</td>
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<td>Personal Appearance</td>
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<tr>
<td>Academic Ability</td>
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<td>Leadership / Initiative</td>
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<td>Dependability</td>
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<td>Punctuality</td>
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<td>Maturity / Poise</td>
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<td>Promise of Success</td>
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<tr>
<td>Interest in Home Economics or Related Field</td>
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<td>Financial Need</td>
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Confidential statement regarding general merit (continue on separate sheet if necessary)

Signature ____________________________________________________________________________

School ______________________________________________________________________________

Position ______________________________________________________________________________

Address ___________________ City ___________________ State __________ Zip Code ___________ Phone # __________ Date ________________
Application for Mary Laycock Scholarship
ND Family & Community Education (NDFCE)

This scholarship is awarded each year to a junior enrolled in the College of Human Development and Education at North Dakota State University for use during the senior year. Mary Laycock served many years as Barnes County Extension Agent. One scholarship of $285 is awarded annually with $35 of the $285 coming from the Beulah Kibbel Memorial Scholarship.

This form is to be completed by the applicant and sent to the NDFCE Coordinator for Young Families by April 1 of the current year.

A check for $285 will be sent to NDSU following the scholarship recipient’s registration for the second quarter / semester of his / her senior year.

The application should include the following:
1. Application form
2. Picture of applicant (for publicity purposes only).
3. Transcript of grades, including standardized test scores such as ACT / SAT.
4. Letters of recommendation from the two persons listed as references on the application form.

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>SS#</th>
<th>Date of Birth</th>
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<table>
<thead>
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<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone #</th>
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<th>Name of Parent/Guardian</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<th>Telephone #</th>
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</table>

References: List two persons (not relatives) in your community who know about your leadership skills and character.

<table>
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<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone #</th>
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List all employment, starting with your current or most recent job. Include approximate length of time of employment (in months or years)

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Signature of Applicant Date
Recommendation for Scholarship Applicant  
For the Mary Laycock Scholarship  
Awarded by the North Dakota Association of Family & Community Education (NDFCE)

Name of Applicant ________________________________   County __________  Date ______________

The student whose name appears above has listed your name as a reference. Please fill out this sheet and send to the NDFCE Coordinator for Young Families no later than April 1.

On the scale below please rate the student whose name appears above.

**Applicant:** Please supply the name and address of the current NDFCE Coordinator for Young Families to your reference.

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Confidential statement regarding general merit (continue on separate sheet if necessary)

Person giving recommendation:

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Application for Emily Freeman Graduate Scholarship

This scholarship is given by the North Dakota Association for Family and Community Education (NDFCE). Emily Freeman was the Associate Home Economics Leader, NDSU Extension Service, for many years. In this position she worked closely with the Extension Homemaker Program (FCE). The scholarship is prorated at $100 for one quarter, $200 for two quarters, and $300 for three to four quarters, or $150 per semester for two semesters.

The scholarship is awarded to a North Dakota resident holding a Bachelor’s Degree in Human Development & Education or a related field who has been accepted in the North Dakota State University Graduate School to work towards a Master’s degree from the College of Human Development and Education. This scholarship must be used within two years.

The applicant must complete this form and send to the NDFCE Coordinator for Young Families by April 1 of the current year.

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<th>Name of Applicant</th>
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Occupation

Resident of North Dakota? ________ How many years? ______

B.S. or B.A. Degree from: ________________________________

Accepted in NDSU Graduate School? ________________________

Area of Study _________________________________________

Plan to attend NDSU? ________ Semester(s) ________

Brief statement as to why you plan to pursue an advanced degree in Human Development or related field.

Signature of Applicant Date
Application for Grace DeLong Scholarship

This scholarship is given by North Dakota Association for Family and Community Education (NDFCE). Grace DeLong was a county, district, and state home demonstration leader. Under her leadership the county and state Extension Homemakers’ Councils were organized; she was instrumental in founding the National Extension Homemaker’s Council. This scholarship is for a North Dakota FCE member interested in improving employability through additional education or training. One scholarship of $200 will be awarded annually. The scholarship amount will be sent to the appropriate college/university following recipient’s registration. This scholarship must be used within two years.

Applicant must fill out both sides of this form and send to the NDFCE Coordinator for Young Families by April 1 of the current year.

The application should include the following:
1. Application form
2. Picture of applicant (for publicity purposes only)
3. Letter from the applicant’s FCE club certifying membership
4. Two letters of reference from persons in the applicants community not relatives (please attach)

Name

SS# Date of Birth

Address City State Zip County Telephone #

Hometown paper (for publicity purposes) _____________________________________________________

Applicant will be enrolled: less than half time ____ full time ____ half time or more ____
Last level of education attained: high school ____ college ____
Number of years completed beyond high school ____
Are you presently employed? ______ IF yes, type of employment:

Please note any conditions or factors you would like the Scholarship Committee to consider in their selection process:
School you plan to attend or are attending:

Type of education you are interested in:

Reason for furthering your education:

List community activities / organizations in which you are/have been involved and positions you have held:

List any honors or recognitions you have received:

Signature of Applicant ________________________________ Date ___________
Arlene Sagness Memorial Grant
North Dakota Association of Family & Community Education (NDFCE)

This grant is given by NDFCE in memory of Arlene Sagness.

Arlene Sagness (1918-1988) was actively involved in Extension Homemakers (FCE) for 26 years. Her involvement reached past the club and county level to the North Dakota Board of Directors and to serving as Safety Chairman for the National Association for Family and Community Education. Her interest in the Oral History project of our national organization led to her involvement in our state project. She understood the contributions that “Memories of North Dakota Homemakers” could make to our organization as well as to all of the citizens of our state.

Money from the sales of the Oral History books will be used to fund this grant. A total of $400 will be awarded annually to one or more North Dakota FCE clubs for community service projects.

It is recommended emphasis be given to those North Dakota FCE related projects which will have an impact on the future improvement of their communities.

The NDFCE club must promote this project so that the Arlene Sagness FCE Memorial Grant given by the NDFCE receives recognition through their (club) publicity.

Money will be distributed at the following rate:

- ½ before the starting date of the project
- ½ at the completion of the project when a newspaper clipping with “Arlene Sagness FCE Memorial Grant” circled in the article is received.
# Application for the Arlene Sagness NDFCE Memorial Grant

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<th>Name of NDFCE Club President</th>
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<th>Person to contact in your club</th>
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Number of persons participating in project ________

Dates of Project: From ________ to ________

**Project MUST be completed within one year.**

Amount of money being requested __________________________

How will it be spent?

The application must include:

1. A one page clear description of the project for which funds are being sought, what the project is designed to achieve, and how this will be accomplished.
2. A letter from your County Extension Office certifying your club is in good standing.

**DATE DUE:** April 1 of the current year

**Mail application form to:** NDFCE Coordinator for Young Families
Application for Arthur Schulz Memorial Scholarship

This scholarship is given by the North Dakota Association for Family and Community Education (NDFCE). Arthur Schulz was Director of the North Dakota Extension Service from 1961-1972. He passed away while serving in that position. One scholarship of $200 will be awarded annually to a NDFCE member interested in improving employability through additional education. The scholarship amount will be sent to the appropriate college / university following recipient’s registration.

The applicant must complete both sides of this form and send it to the NDFCE Coordinator for Young Families by April 1 of the current year.

The application should include:
1. This application sheet.
2. Picture of applicant (requested for publicity purposes only)
3. Letter from the applicant’s FCE club, certifying membership (please attach)
4. Two letters of reference from persons in the community, not relatives (please attach)

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</table>

Hometown paper (for publicity purposes) ________________________________

Applicant will be enrolled: _____less than half-time  _____full time  _____half time or more

Last level of education attained:  _____high school  _____college

Number of years completed beyond high school _____

Are you presently employed?  Yes___ No___ IF yes, type of employment:
Please note any conditions or factors you would like the Scholarship Committee to consider in their selection process:

School you plan to attend or are attending

Type of education you are interested in

Reason for furthering your education

List community activities / organizations in which you are / have been involved and positions you have held

List any honors or recognitions you have received

______________________________  ________________________
Signature of Applicant                Date
Heart of FCE Award
Nomination Form

Club ________________________________    County ____________________

Date Due: April 1  EACH Club/County may submit ONE nominee. Send one copy to County/State President

I would like to nominate:

Name of Nominee

Address

City

State

Zip Code

Phone Number

Club Name

Please attach a photograph

Briefly describe reason for recommendation for the Heart of FCE Award. Please include individual effort, any project and results, or other contributions made by nominee while working in FCE.
National FCE Application for 50 Year MEMBER Certificate

Name (Print or type EXACTLY as you want it to appear on certificate)

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<th>Address</th>
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County Club Name

Years of Membership _____ Year First Joined _____

Highlights of Membership

Signatures:

Applicant Date

County President Date

Extension Agent Date

Return Original form by April 1 to: NDFCE Vice-President

Return Duplicate Copy by April 1 to: NDFCE State President

Name (Print or type EXACTLY as you want it to appear on certificate)

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County          Club Name

Years of Membership _____ Year First Joined _____

Highlights of Membership

Signatures:

Applicant          Date

County President    Date

Extension Agent     Date

Return Original form by April 1 to: NDFCE Vice-President

Return Duplicate Copy by April 1 to: NDFCE State President
North Dakota FCE Application for 25 – 50 – 60 – 75 – 80 – 85 0 90, etc. Year CLUB Certificate

CLUB name (Print or type EXACTLY as you want it to appear on certificate)

<table>
<thead>
<tr>
<th>Club President Name</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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County

Year Club was organized _____

Highlights of Club

Signatures:

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<th>Club President</th>
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<td>County President</td>
<td>Date</td>
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<td>Extension Agent</td>
<td>Date</td>
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Return Original form by April 1 to: NDFCE Vice-President

Return Duplicate Copy by April 1 to: NDFCE State President
Fall District Meeting Report Form

District # ________  Date ______________

District Chairperson ________________________________________________________________

Where __________________________________________________________________________

When ____________________________________________________________________________

Number Attending: ______

Lunch Served? _______  Supper Served? _______

Door Prizes Given? _______  # _______

Board Members or Extension Agents Present?  Who: ___________________________________

Registration Amount ____________

Expense Report:

Income:  

Expense:

Election:

Program (You may attach your poster if you like)

Presenters Names and Programs:

Make two copies of this report. Send one to the State Treasurer with money and one to the Vice President for Program for her records.
Meeting or Conference Reporting Form

This is a general outline to help in reporting back to individuals or groups on a meeting or conference attended. Not all points will be appropriate for all meetings or conferences. Select those that pertain.

- The main issues of the general business session held during the meeting / conference:

- Items voted on:

- Results of the voting:

- Newly elected officers / chairmen:

- Learning sessions attended:

- Information received at the learning session:

- Social events attended:

- Other comments:
The duties of the Club Secretary shall be to:

1. Keep the minutes of each meeting in a record book.
2. Keep an up-to-date membership roll and check attendance at each meeting.
3. Keep a copy of the constitution and by-laws, with amendments properly entered.
4. Keep a record of all committees and notify members of appointments if they are absent when appointed.
5. Plan a list of pending and potential business with the president before each meeting.
6. Handle the organization’s correspondence.
7. Call the meeting to order and see that a chairman pro-tem is elected in the absence of the president, the vice-president for organization, and the vice-president for program.
8. Make club monthly meeting reports and send them to the county Extension office within 10 days after the meeting is held (optional)

What the minutes should include:

1. Type of meeting. For example: regular, special, and/or board meeting.
2. Date, hour, and place of meeting.
3. Presiding officer.
4. Summary of reports given and names of those presenting reports.
5. Record of each motion with name of person making motion.
6. Record of statements, even though action may not be taken. Record of any special projects or plans of the club.
7. Brief summary of the day’s program. Plans for the next meeting.

The minutes become a living history of the club. Be sure that they tell what happened, when it happened, where it happened, and who did it.
Secretary’s Record Book for

Name of Club __________________________  Year _______________________

Officers:

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<td>Other Officers</td>
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Suggested Order for Meetings

A. Business Park of Meeting
   1. Call to Order
   2. FCE Creed
   3. Roll Call
   4. Reading Minutes of Last Meeting
   5. Report of committees
   6. Unfinished Business
   7. New Business
   8. Announcement of Program for Next Meeting
   9. Adjournment of Business Meeting

B. Project and Club or Group Activity Part of Meeting
   1. Demonstrations, talks, discussions, work on projects, etc.
# Roll Call of Members

“X” means present. “A” means absent

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<th>List All Members Alphabetically</th>
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Number of Visitors Attending
Minutes of Meeting

________________________ (date) ______________________________________ Place of meeting

Business Meeting

Program / Special Activities