

Collect

Keep us O Lord from pettiness;
let us be large in thought,
in word and deed.

Let us be done with fault-finding
and leave off self-seeking.

May we put away all pretense
and meet each other face to face,
without self-pity
and without prejudice.

May we never be hasty in judgment
and always be generous.

Let us take time for all things:
make us grow calm, serene, and gentle.

Teach us to put into action
our better impulses
Straightforward and unafraid.

Grant that we may realize
that it is the little things
that create differences;
that in the big things of life we are as one.

And may we strive
to touch and know
the great common human heart of us all,
and O Lord God
let us forget not to be kind.

– *Mary Stewart*

2017

NICHOLAS COUNTY CEOS



**Letter From Your WVU Extension Service
Families & Health Agent**

Dear Nicholas County CEOS members,

In 2016 we saw a lot of loss, both personal and in our communities. Together we have been shocked, grieved, been angry and sad. But along with some of that loss we have seen our friends, family, and communities come together. We have helped each other by being there, by giving our time, our money, our goods, our hearts and our prayers. We have found laughter and joy in the face of misery. We have been given gifts by people we didn't even know. Our hearts, families and communities are damaged by this loss, but they are also lifted up. For the blessings that abound, no matter what or where they come from, I am grateful.

Personally, this year has been rough for my family. My husband continues to be ill and worsen. It has taken much of my time, and sometimes my emotional strength. But my husband himself is a wonder of strength who can still find joy throughout his life. Our family is strong, our friends are numerous and generous, and our community is something to awe.

As we all head into 2017 I think of what CEOS means to me, and what it appears to mean to you. It is personal bonds that have lasted a lifetime. It is a legacy of family, friends, service, learning and so much more. These are the things that not only give us strength, but that help us to find the joy. There is so much beauty and just plain fun to be had. I am thankful your organization gives this to each other.

May the joy and beauty be what we think of in 2017

Sincerely,

Lauren Weatherford

December

*Treating Coughs &
Colds Month
Seasonal Depression
Awareness Month*

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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
31						

Happy Holidays!

Roll Call:	Where will you be spending your Christmas?
Lesson:	Club Activity (NO LESSON)
“All hearts go home for Christmas”	
-unknown	

November

*Diabetes Awareness Month
National Alzheimer's
Awareness Month*

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Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

- **Nov. 14th—Holiday House 10:00 am,
Summersville Senior Center**

Roll Call: What's your favorite recipe?

Lesson: Cooking for One

“You don't have to cook fancy or complicated masterpieces—just good from fresh ingredients.” **-Julia Child**

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WVU Extension Service

WVU Extension Service meets the changing needs of people and communities by putting knowledge to work.

WVU Extension Service educators and volunteers build and help sustain collaborations and partnerships with people and organizations in West Virginia, to improve their lives and communities. Our programs and services strengthen leaders of all ages, youth, and families. We develop and teach best practices for sustainable agriculture, for responsible use of renewable resources, and for stewardship of natural resources. We work to improve our state's communities, workforce, and economy.

The major outreach function of the University's threefold land-grant mission – teaching, research, and service – is provided by the Extension Service. Faculty interpret, disseminate, and encourage the use of knowledge generated by WVU and other major institutions. They also conduct programs of education for action, and stress organizational and educational leadership.

The WVU Extension Service is organized to carry out its work through:

- Program units, including 4-H youth development, families and health, and agriculture and natural resources
- Campus-based support units, such as Communications, Technology, Development, and Finance and Business.
- County WVU Extension offices.

Extension's faculty are supported in their objectives with subject matter from various colleges, schools, and institutions of the University, and by the USDA's Cooperative Research, Education, and Extension Service. Financing comes from state and federal appropriations, grants, fees, county commissions, county boards of education, and private donations.

October

Breast Cancer Awareness Month
Children's Health Month
Domestic Violence Month

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31				

- **Oct. 9th: Advisory Board Meeting at 10:00 a.m. at Nicholas County Extension Office**

Roll Call: Do you make a list before going to the store?

Lesson: Living Frugal

“The happiest people don’t worry too much about whether life is fair or not; they just get on with it.” -Andrew Matthews

September

National Food Safety
Education Month
Pain Awareness Month

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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

WVU Extension Service Office of Dean and Director

Steve Bonanno

Dean and Director - Cooperative Extension Service
304-293-8676 SCBonanno@mail.wvu.edu

Cindy Fitch

Associate Dean - Programming and Research
304-293-8586 cindy.fintch@mail.wvu.edu

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Allison Nichols

Extension Specialist- Program Evaluation (CEWD)
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Jennifer Williams

Associate Dean- Partnerships and Initiatives
304-293-2560 Jennifer.Williams@mail.wvu.edu

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Extension Director's Office

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West Virginia University

Room 817 Knapp Hall

P.O. Box 6031

Morgantown, WV 26506-6031

FAX (304) 293-7163

(304) 293-5691

FAX (304) 293-7163

Roll Call: Name a place in WV you would like to visit.

Lesson: 7 Natural Wonders of West Virginia

**“Be loyal to what you love, be true to the earth, fight your enemies
with passion and laughter.”** -Edward Abbey

**WVU Extension Service
Nicholas County Office Staff**

Lauren Weatherford
County Program Coordinator
Families and Health Agent
lauren.weatherford@mail.wvu.edu

Nicholas & Fayette Counties

Kimary McNeil
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andrea.mender@mail.wvu.edu

Nicholas County

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Nicholas & Fayette Counties

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Angela.groves@mail.wvu.edu

Nicholas County

Ashley Amos
Office Manager
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Mon-Fri 9:00-1:00 p.m.

Nicholas County

MAILING ADDRESS/PHONE/FAX:

WVU Extension Service
Nicholas County
715 Main Street, Suite 100
Summersville, WV 26651-1231

(304) 872-7898

FAX: (304) 872-7895

WVU Extension Service
Fayette County

(304) 574-4253

August

*National Immunization Awareness
Month
Cataract Awareness Month*

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	31		

- August 21st—Annual Membership Meeting
(Location TBD)**

Roll Call: Have you talked to a Club Member this week?

Lesson: Club Activity (NO LESSON)

**“Have a heart that never hardens, a temper that never tires, a touch that never hurts.”
-Charles Dickens**

July

National Recreation & Parks Month
 Psychiatric Disability Awareness Month

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	31					

WVU Extension Service Committee Nicholas County

AGENCY

- COUNTY COMMISSION:** Lyle Neil
- BOARD OF EDUCATION:** Phillip Berry
- FARM BUREAU:** J.R. Pitzsenbarger
- 4-H LEADERS ASSOC.** Nancy Varney
- CEOS:** Joan O'Quinn
- BOARD OF GOVERNORS**
- Bob Johnson
- Sarah Palfrey
- Bret Singleton

Roll Call: Do you Can?

Lesson: Canning Jars– The Test of Time

“Don’t judge each day by the harvest you reap, but by the seeds you plant.”

WVCEOS Mission

The mission of the West Virginia Community Educational Outreach Service is to strengthen individuals and families through CONTINUING EDUCATION, LEADERSHIP DEVELOPMENT, and COMMUNITY INVOLVEMENT for the betterment of all.

WVCEOS Purpose

The primary purpose of the WVCEOS program is education. The basis for its existence is the desire of people to improve the quality of their living, to inspire families and individuals to make learning an adventure as they advance through life in the home and in their communities. Other purposes are to further strengthen, develop, coordinate, and extend adult education in cooperation with the WVU Extension Service to increase knowledge and understanding. The person who continues education and seeks to broaden their horizons is fulfilled and satisfied when serving the family and community.

WVCEOS Creed

Members of the West Virginia Community Educational Outreach Service believe in our Mission and Purpose to strengthen families, to promote lifelong leadership development, and community involvement. In partnership with West Virginia University Extension Service, we pledge to be productive contributors to meet the needs of our changing and diverse society.

Meeting Place _____
Date _____
Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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	

- **June 12—Advisory Board Meeting 10:00 a.m.
At the Nicholas County Extension Office**

Roll Call: Do you quilt?

Lesson: West Virginia Quilt Trail

**“A bed without a quilt is like a sky without stars.”
- unknown**

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	31			

- **May 21-27: CEOS Week**
- **May 22: Achievement Banquet, 10:00 a.m. at Fairview Church on Rt. 39**

Roll Call: What facts do you know about the Morris Massacre?

Lesson: Mary Byrd Morris (presented by Martie Mycoff)

“Love all, TRUST FEW, Do wrong to none.”
-William Shakespeare

History and Development of CEOS

The Extension Service in West Virginia came into being with the Morrill Act signed on July 2, 1862, by President Lincoln. This established a land-grant college in each state. West Virginia University was founded in 1867 as the land-grant college.

- December 14, 1914 – **Farm Women’s Club** established in Ohio County
- 1919 – Farm Women’s First State President, Mrs. Rhodes of Harrison County
- 1921 – Jackson’s Mill established
- 1930 – First Statewide Conference – Jackson’s Mill
- 1949 – First International Student – Germany
- 1954 - 1968 – **Home Demonstration Clubs** (name change)
- 1968-1998 – **Extension Homemakers Clubs** (name change)
- October 7, 1998 – **Community Educational Outreach Service (CEOS Clubs)** (name change)

Nicholas County CEOS Council 2017 County Goals

1. To carry out the state mission of the **COMMUNITY EDUCATIONAL OUTREACH SERVICE** of strengthening individuals, families, and communities through:
 - Continuing Education
 - Leadership Development
 - Community Service
2. To encourage the County Officers, Educational Committee Chairs and Members to participate in Annual Conference at Jackson's Mill and other educational Opportunities.

CEOS Values

The CEOS organization believes these fundamental values are important;

- Strengthen families
- Promote lifelong learning
- Instill honesty, integrity, and respect
- Preserve heritage
- Recognize and respond to diversity
- Be open to change

2017 State Officers

President

Helen McClain.....304-452-8587
 7455 Georgetown Road bhmclain@frontiernet.net
 Roanoke, WV 26447 Lewis

Vice President

Connie Wolfinger.....304-623-0615
 1515 Sycamore Road wolfsinwv@yahoo.com
 Clarksburg, WV 26301 Lewis

Secretary

Barbara Bargeloh.....304-489-2496
 190 Mason Drive bjbargeloh@gmail.com
 Mineral Wells, WV 26150 Woods

Treasurer

Nancy Parsons.....304-686-3717
 1590 Grapevine Ridge Drive nancy976@aol.com
 Cameron WV 26033 Marshall

Past President

Jean Wilburn.....304-291-0549
 102 Old Saw Mill Road jellybean43@frontier.com
 Independence WV 26374 Monongalia

State Advisor & Openline Articles

Jean Wilburn.....304-291-0549
 102 Old Saw Mill Road jellybean43@frontier.com
 Independence WV 26374 Monongalia

Agent Advisor

Margaret Miltenberger.....304-788-3621
 Route 3, Box 3046 M.Miltenberger@mail.wvu.edu
 Keyser, WV 26726 Mineral

April

Child Abuse Prevention Month
 National Library Awareness Month

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

- **April 12th, 10:00 am—Advisory Board Meeting**
Location: TBD

Roll Call:	Do you have trouble sleeping?
Lesson:	Sleep—From A—ZZZ
<p>“Think of your faults the first part of the night when you are awake and the faults of others the latter part of the night—when you are asleep.” -Chinese Proverb</p>	

March

National Nutrition Month
 National Blood Drive Month
 Parenting Awareness Month
 Poison Awareness Month

Meeting Place _____
 Date _____
 Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	31	

Roll Call: Do you know someone with an addiction problem?

Lesson: Addiction– A Community Crisis

“If you don’t understand the cause of the problem– your solution will become part of it.” -Dr. Idel Drelmer

2017 Beckley Area Officers & Chairpersons

Representative

Judy Lohmeyer..... 304-445-7348
 10 Greenbrier Drive rev_judy@sprynet.com
 Alderson, WV 24910 Greenbrier

Assistant Representative

Barbara Deeds..... 304-497-3157
 3194 Butler Mountain Road
 Renick, WV 24966 Greenbrier

Secretary

Sandra Privett.....304-732-7668
 P. O. Box 683 sandraprivett@hotmail.com
 Pineville, WV 24874 Wyoming

Treasurer

Pam Godbey.....304-320-5736
 P. O. Box 4
 Wayside, WV 24985 Mercer

Continuing Education Chairperson

Doris Ann Taylor..... 304-772-3248
 1090 Fort Spring Road daltaylor.taylor6@gmail.com
 Sinks Grove, WV 24976 Monroe

Family Chairperson

Joan O’Quinn..... 304-872-3327
 822 Spruce Grove Road rogerjoan@hotmail.com
 Mount Nebo, WV 26679 Nicholas

Marketing & Membership Chairperson

Amanda Nicholas.....304-880-3225
 2068 Grassy Creek Road anicholas_99@yahoo.com
 Leivasy WV 26676 Nicholas

Purposeful Reading Chairperson

Glenda Killen.....304-392-5776
 P. O. Box 384 gkillen@suddenlink.net
 Rupert, WV 24970 Greenbrier

2017 Nicholas County Officers & Chairpersons

President

Joan O'Quinn.....304-872-3327
 822 Spruce Grove Rd.
 Mt. Nebo, WV 26679

Co - Vice Presidents

Bonita Hanshaw.....304-872-5355
 276 McCallister Rd.
 Summersville, WV 26651

Treasurer

Mike Grose.....304-872-3195
 13424 Turnpike Road
 Summersville, WV 26651

Secretary

Judy Hamrick.....304-872-2059
 322 Frontage Road
 Summersville, WV 26651

Continuing Education Chairperson

Judy Hamrick.....304-872-2059
 322 Frontage Road
 Summersville, WV 26651

Family Chairperson

Kim Hanks.....304-872-5787
 8363 Summersville Lake Rd.
 Summersville, WV 26651

Marketing & Membership Chairperson

Joan O'Quinn.....304-872-3327
 822 Spruce Grove Rd.
 Mt. Nebo, WV 26679

Purposeful Reading Chairperson

Bonita Hanshaw.....304-872-5355
 276 McCallister Road
 Summersville, WV 26651

February

*American Heart Month
 Black History Month*

Meeting Place_____

Date_____

Program Leader_____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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				

- **Feb. —WV Day at the Legislature**

Roll Call: What is your favorite cake?

Lesson: You can have your cake and eat it too.

“Fear less, hope more, eat less, chew more, whine less, breathe more, talk less, say more, hate less, love more; and all good things are yours.”
 - Swedish Proverb

January

*Cervical Cancer
National Mentoring*

Meeting Place _____

Date _____

Program Leader _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31				

- **Jan 9: Advisory Board Meeting 10:00 a.m.
At the Summersville Library
(Snow Date Jan 13.)**

<p>Roll Call: Name an important woman in history.</p> <p>Lesson: West Virginia Women Who Made History</p> <p>“Look at everything as though you were seeing it either for the first time or the last time.” -Betty Smith</p>
--

2017 Nicholas County Officers & Chairpersons

CVH

Martie Mycoff.....304-872-9223
892 West Webster Rd.
Summersville, WV 26651

Health Monitor

Mike Grose.....304-872-3195
13424 Turnpike Road
Summersville, WV 26651

My 2017 Notes

**WVCEOS Continuing Education Committee
2017 Plan of Action**

Goal: To enrich the lives of WVCEOS members and communities by sharing, learning, working and serving together.

Objective: Provide WVCEOS members and communities with opportunities to share, learn, work and serve others

Leadership

- Become knowledgeable about the CEOS bylaws at the state, county and club levels.
- Gain knowledge of leadership principles through lesson leader training, committee work, conferences and officer training.
- Support county youth through the 4-H program and other organizations.
- Study the lesson “*7 Natural Wonders of WV*”.

Technology for Daily Living

- Effectively learn to use one new forms of technology such as; email, YouTube, Facebook, Twitter, Skype, cellphones, Smart TV, home appliances, tablets, e-readers or computers.
- Learn how to protect yourself from fraud and scams online and the telephone.

Global

- Welcome WVCEOS International Student and study her home country (Cameroon), or country of your choice. Host the international student in your county, at area meetings or use technology to host the student.
- Study the state lesson “*Cameroon the Melting pot of Africa*”.

Community Service

- Promote “*Eat Local, Eat Healthy*”, the National Volunteer Outreach Network’s (NVON) project in common. Options to consider: shop at local farmer’s market or buy from a local farmer; start a community garden: support locally operated greenhouses; preserve fresh food by canning or freezing; and try gardening in small spaces-container gardening, raised beds, and straw bale gardening.
- Take an active part in an environmental program such as recycling and electronic recycling, pop tabs, box tops, ink cartridges, and etc.
- Collect and distribute unused educational topic lesson sheets throughout the community. (Waiting rooms, libraries, etc.) Label with local CEOS contact information.
- Promote WVCEOS scholarship opportunities to second year college students in West Virginia from your area.

**By-Laws
of the
Nicholas County
Community Education Outreach Service
*Continued***

Article IX Amendments

These by-laws may be amended at any annual membership meeting or special membership meeting by a two-thirds vote of the members present. The proposed amendments shall be submitted in writing to the clubs at least thirty (30) days before the meeting.

Article X Dissolution

In case of dissolution of this organization the Executive Board of the NCCEOS is directed to assign all assets of the NCCEOS to be dispersed to the Nicholas County Youth Foundation.

Amended by majority vote of members at the Membership Meeting

Date: 12-02-2009

**By-Laws
of the
Nicholas County
Community Education Outreach Service**

Continued

Section 2 The Advisory Council shall meet at least four times a year.

Section 3 It shall be the duty of the Advisory Council to discuss and help in formulating policies and executing the county program of work.

Article VII Standing Committees

Section 1 Standing committees shall be appointed to assist in the planning and putting into action the major phases of the county program of work. Educational committees shall consist of Family, Continuing Education, Marketing and Membership, Celebrate Volunteer Hours committees, and such other committees as are needed.

Section 2 The County President shall appoint standing committees chairs.

a. County President shall be ex officio member of all committees, including educational committees, with the exception of the nominating committee.

b. County Vice-President shall be ex officio member of all educational committees.

Section 3 It shall be the duty of each County Committee Chair to assist the local clubs in carrying out the work of their particularly committee and to submit the county reports to the state.

Article VIII Membership Meetings

Section 1 The annual meeting of the entire membership shall be held in August.

Section 2 All members will be eligible to vote. In voting, the members present shall constitute a quorum at these meetings

**WVCEOS Family Committee
2017 Plan of Action**

Goal: To provide family and community-based education and promote service opportunities.

Objective: To provide stronger families through education, leadership development, and service for members and community.

Preserving Heritage

- A. Encourage families to develop or preserve heritage skills (examples quilting, crocheting, knitting, basket weaving, cooking, music, dance and arts)
- B. Share an heirloom, memory, or history of family or community (through stories and/or pictures)
- C. Family Time Capsules-historic records presented creatively to communicate to the future such as genealogy, DNA report, bronze baby shoes, etc.
- D. Club activity of choice.

Service and Education

- A. Encourage donations for domestic violence victims and /or shoes for the needy.
- B. Extension Service activities. Contact your local WVU Extension Service for information on service activities and projects in your community. Partner with your local Extension Agents and your county Extension programs.
- C. Continue participation in leadership roles (senior centers, hospitals, community organizations) in the community/county.
- D. Club choice

Family Wellness (Physical, emotional, and financial wellness)

- A. Health-oriented activities
 - 1. CEOS (Health Motivator and Extension Activities) Encourage club and county Health Motivators.
 - 2. Community (Love Your Heart, Relay for Life, Breast Cancer Awareness, and other community activities).
 - 3. Encourage families to unplug electronic devices for a specific time
- B. WVCEOS Project
 - 1. Domestic Violence project; (contact local organizations such as FRN, missions, DHHR, homeless shelters, schools and hospitals) or available resources and identify needed donations.
 - 2. Eat Local Eat Healthy NVON project in common
- C. Support locally owned businesses by purchasing goods and services.
- D. Lessons
 - 1. Study Lesson, *“West Virginia Women Who Made History”*.
- E. Club Choice

**WVCEOS Marketing and Membership Committee
2017 Plan of Action**

Goal: To increase public awareness that WVCEOS is Fun, Friendship and Fellowship.

Objective: To provide a variety of opportunities through Learning, Serving and Caring.

Membership

- Recruitment through personal mentoring and/or invitation.
- Invite potential members to a meeting, club, county and/or area event. Join with neighboring counties for a special event. Seek members of all ages and interests (remember men are welcome too).
- Recognize you members' outstanding achievements through a variety of media including: certificates, news releases, gifts, appreciation letters and social media.
- Assist in the development of special clubs. Use the Lesson "*Ideas Club Projects and Special Club*" web link: <http://fh.ext.wvu.edu/r/download/205290> .

Marketing

- Continue to promote WVCEOS new heart slogan: *WVCEOS is Fun, Friendship, and Fellowship through Learning, Serving and Caring.*
 - ⇒ County CEOS programs and clubs are encouraged to use the marketing tool of the heart graphic and the slogan on a county banner, t-shirts, pins, laminated cards, umbrellas, flyers, brochures, etc.
- Utilize traditional and social media to let the public know CEOS welcomes new members.
 - ⇒ Use Community Educational Outreach Service rather than CEOS when promoting the organization.
 - ⇒ Publish news releases that welcome new members.
 - ⇒ Submit radio public service announcements (PSA) or television spots. PSA web link: <http://ceos.ext.wvu.edu/recruiting-resources>

**By-Laws
of the
Nicholas County
Community Education Outreach Service**
Continued

Article IV Officers

- Section 1* The officer of this organization shall be President, Vice-President, Secretary, and Treasurer
- Section 2* The officers shall be elected for a two-year term.
- Section 3* Election shall be held at the Annual Membership Meeting. Election shall be by a method chosen by the Executive Board.
- Section 4* Nominees must have served successfully for one year in a leadership position of a local CEOS Club or other volunteer organization.
- Section 5* President and Vice-President will be elected in odd numbered years and Secretary and Treasurer will be elected in even years, with their term to begin January 1st of the following year.

Article V Executive Board

- Section 1* The Executive Board shall consist of the officers and the immediate past president of the NCCEOS.
- Section 2* Special meetings may be called at any time by any member of the Executive Board.

Article VI The Advisory Council

- Section 1* The Advisory Council shall consist of the Executive Board, the Chairs of the County Committees, the Special Representatives, and the Presidents of the local CEOS Clubs
- a. Special Representatives include but are not limited to Fair Baord Representative, Historical Society Representative, and Old Main Foundation Representative.
 - b. Special Representatives shall be appointed by the County President for a one-year term.

**By-Laws
of the
Nicholas County
Community Education Outreach Service**

**CEOS Marketing & Membership Committee
2017 Plan of Action
*Continued***

Article I Name

The name of this organization shall be known as the Nicholas County Community Education Outreach Service (CEOS). Headquarters shall be at Summersville, West Virginia. Hereinafter known in this document as NCCEOS.

Article II Objective

The object of this organization shall be to strengthen families, individuals, and communities within Nicholas County through leadership development, continuing education, and community involvement. Members will work in cooperation with the West Virginia University Extension Service and the United States Department of Agriculture.

Article III Membership

Section 1

The membership of this organization shall consist of all members enrolled in Nicholas County CEOS Clubs and members-at-large.

Section 2

The NCCEOS does not discriminate by race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.

Section 3

The annual membership dues will be five dollars and fifty cents (\$5.50) per member of each county CEOS club and members-at-large. Dues must be received on or before November 30th. Any new member who joins up until July 1st of that program year is required to pay membership dues. Fifty year members become honorary members and do not have to pay dues.

- ⇒ Promote your county CEOS and WVCEOS website <http://ceos.ext.wvu.edu/>
- ⇒ Create and maintain a county/club Facebook page.
- ⇒ Encourage use of #WVCEOS with social media.
- ⇒ Develop and maintain current contact lists.

- Promote WVCEOS Week, May 21-27, 2017 through a proclamation, news releases, and/or social media campaign.

Lesson

Study the educational lesson "*Canning Jars: The Test of Time*"—the race of improvement and joining the canning jar craft era.

**WVCEOS Purposeful Reading Committee
2017 Plan of Action**

Goal:

To read, review, and recommend books that are of interest to WVCEOS members around the state.

Objective:

To encourage and provide reading of educational and/or entertaining books in categories of fiction, non-fiction, West Virginia authors, and self-help/motivational.

Books

- Purposeful Reading List books read in 2017.
- Other Purposeful Reading List books from four prior years read in 2017.
- Other books read.

Literacy

- Reading aloud to others.
- Donating books / money.
- Support local libraries.
- Support other literary programs.
- Energy Express through promotion, donations, and volunteer readers.
- Other reading resources (fro example, magazines, newspapers, etc.).

Writing Contests –

One entry per county for each contest by September 15th to the State Purposeful Reading Chairman.

- Short Story Contest—1000 word limit, no professional authors).
- Poetry Contest

Lesson

- Study the 2017 Lesson, “**Sleep: From a to ZZZZZ**”.
- Alternate- “**West Virginia Women Who Made History**”.

Jessie Hanks 50+ Member.....	304-872-6152
8419 Summersville Lake Road Summersville, WV 26651	
Kim Hanks.....	304-872-5787
8363 Summersville Lake Road Summersville, WV 26651	
Bonita Hanshaw.....	304-872-5355
276 McCallister Road Summersville, WV 26651	
Debbie Hypes.....	304-872-2372
162 Hypes Farm Road Summersville, WV 26651	
Ida Mae Hypes 50+ Member.....	304-872-2272
8501 Summersville Lake Road Summersville, WV 26651	
Pam Jenkins.....	304-872-6097
112 Deep Hollow Road Summersville, WV 26651	
Gaye Kincaid.....	304-872-5586
P.O Box 65 Drennen, WV 26667	
Paula Kincaid	
PO Box 276 Keslers Cross Lanes, WV 26675	
Ocie Long.....	304-872-3389
1090 Whitewater Road Summersville, WV 26651	
Marty Mycoff.....	304-872-9223
892 West Webster Road Summersville, WV 26651	
Robin Short.....	304-872-6477
620 Panther Mountain Road Summersville, WV 26651	
Miranda Weekly.....	304-816-1443
84 Kimberly Circle Fairmont, WV 26554	

Laurel Creek 2017 CEOS Officers

Meeting Day & Time: 3rd Friday of each month 2:00 PM

President.....Mike Grose
 Vice - President.....Kim Hanks
 Secretary.....Becky Grose
 Treasurer.....Bonita Hanshaw

Issues Committee Chairpersons

Continuing Education.....Ida Mae Hypes
 Family.....Phyllis Dailey
 Marketing & Membership.....Bonita Hanshaw
 CVH.....Jessie Hank
 Purposeful Reading.....Skip Dailey

Laurel Creek 2017 CEOS Members

Mary Callahan.....304-872-3892
 14 Ohio Lane
 Summersville, WV 26651

Phyllis & Skip Dailey.....304-872-2357
 P.O Box 66
 Drennen, WV 2667

Becky Grose.....304-632-1597
 24560 Turnpike Road
 Belva, WV 26656

Mike Grose.....304-872-3195
 13424 Turnpike Road
 Summersville, WV 26651

Nannie Hall 50+ Member.....304-872-5773
 142 Patterson Branch Raod
 Summersville, WV 26651

2017 Purposeful Reading List

FICTION

- Fifield, Christy. *Murder Ties the Knot.*
- Sparks, Nicholas. *The Longest Ride.*
- Penny, Elizabeth. *Castle of Whispers.*
- Macomber, Debbie. *A Girl's Guide to Moving On..*
- Macomber, Debbie. *Start Now: A Blossom Street Novel.*
- MacInerney, Karen. *Killer Jam (A Dewberry Farm Mystery).*
- Lewis, Beverly. *The Atonement.*
- Kozar, Linda. *Strands of Fate.*
- Simese, Mary. *The Irresistible Blueberry Bakeshop and Café'.*
- Dray, Stephanie and Kamoier, Laura. *America's First Daughter.*
- Thompson, Victoria. *Murder on St. Nicholas Avenue: A Gaslight Mystery.*
- Hamer, Kate. *The Girl in the Red Coat.*
- Macomber, Debbie. *Little Bit Country.*
- Yanagihara, Hanya. *A Little Life.*
- Sparks, Nicholas. *See Me.*
- Mayhew, Jean. *The Dry Grass of August.*
- Todd, Charles. *The Walnut Tree.*
- Mitchard, Jacquelyn. *Still Summer.*
- Cramer, W. Dale. *Summer of Light.*
- Scottoline, Lisa. *Don't Go.*
- Kline, Christina Baker, *The Orphan Train.*
- Alcott, Kate. *The Darling Ladies of Lowerll.*

2017 Purposeful Reading List

MOTIVATIONAL/SELF-HELP

- Lawson, Patti. *The Dog Diet*.
- Steinmetz, Jasia. *Eat Local: Simple Steps to Enjoy Real, Healthy, and Affordable Food*.
- Summit, Pat. *Reach for the Summit*.
- Pritchard, Forrest. *Gaining Ground*.
- Parron, Suzi. *Barn Quilts and the American Quilt Tail Movement*.
- Parron, Suzi and Groves, Donna Sue. *Following the Barn Quilt Trail*.
- Rehn, Diane. *On My Own*.
- Colbert, Don. *Let Food Be Your Medicine*.
-

NON-FICTION

- Kalb, Claudia. *Andy Warhol Was a Hoarder*.
- Haber, Louis. *Black Pioneers of Science and Invention*.
- Summit, Pat. *Sum It Up*.
- Summit, Pat. *Raise the Roof*.
- Tuohy, Leigh Anne. *In a Heartbeat*.
- Bannister, Nonna. *The Secret Holocaust Diaries*.
- Pipher, Mary. *Another Country: The Emotional Terrain of Our Elders*.

WEST VIRGINIA AUTHORS

- Cash, Wiley. *A Land More Kind than Home*.
- See, Larry. *An Uncommon Man: Elson "Buck" See*.
- Stephens, Joe. *Harsh Prey (The Shalan Adventures)*.
- Windmyer, Lyn. *Chasing Votes: I Got Elected, Now What?*
- Lambiotte, Michael. *Life Through These Eyes*.
- Hickman, Homer. *Red Helmet*.

Judy Hamrick 50+ Member.....304-872-2059
322 Frontage Road
Summersville, WV 26651

Donetta Huffman.....304-438-6390
6089 Snow Hill Road
Mt. Nebo, WV 26679

Edith Huffman.....304-438-6650
47 Buckhorn Road
Mt. Nebo, WV 26679

Miranda Hughart.....304-651-8730
315 Townsend Drive
Summersville, WV 26651

Amanda Nicholas.....304-618-2810
2086 Graasy Creek Rd.
Leivasy, WV 26676

Deloris O'Dell, 50+ Member.....304-438-7852
292 Henry O'Dell Lane
Mt. Nebo, WV 26679

Sally O'Dell.....304-438-6701
8907 Old Nicholas Road
Mt. Nebo, WV 26679

Roger & Joan O'Quinn.....304-872-3327
822 Spruce Grove Road
Mt. Nebo, WV 26679

Misty Richardson.....304-438-5761
8268 Old Nicholas Road
Mt. Nebo, WV 26679

Ida Lee Viers 50+ Member.....304-438-6406
624 Snow Hill Road
Quinwood, WV 25981

June Worledge.....304-872-1838
314 Lazy W Ranch Road
Mt. Lookout, WV 26678

Green Valley 2017 CEOS Officers

Meeting Day & Time: 2nd Friday of each month 3:00 PM

President.....	Sally O'Dell
Vice - President.....	Donetta Huffman
Secretary.....	Joan O'Quinn
Treasurer.....	Joan O'Quinn

Issues Committee Chairpersons

Continuing Education.....	Edith Huffman
Family.....	Joan O'Quinn
Marketing & Membership.....	Donetta Huffman
CVH.....	Judy Hamrick
Purposeful Reading.....	Edith Huffman
Health Motivator.....	Cheryl Amick

Green Valley 2017 CEOS Members

Cheryl Amick	304-619-6323
7409 Ward Road Nettie, WV 26681	
Virginia Boone	304-438-7525
4226 SnowHill Drive Quinwood, WV 25981	
Jody Dorsey, 50+ Member	304-872-6140
7399 Ward Road Nettie, WV 26681	

CONTEST GUIDELINES

History Book Guidelines

Content

- The County History Book includes all media coverage by the press, public service announcements on radio and television, fliers, programs, posters, exhibits, and newsletters
- May include photos of CEOS activities and events.

Instructions

- Organize materials in a logical sequence, number pages, and include an index.
- Identify each item.
- Make layout viewer-friendly and neat.
- Place in a sturdy book with county name and year on cover.
- Cover a one-year period. Bring History Book to Dorsey Center upon arrival at the WVCEOS Conference at WVU Jackson's Mill.

Other

- History Book will not be judged.

Creative Writing Contest Guidelines

- The Creative Writing Contest is a short story contest. It is a contest for storytellers, not for news or news feature reporters. Each county may send one short story to the West Virginia Community Educational Outreach Service contest. It must have been written within the last year. Due date: September 15.
- CEOS should submit their short stories to their county Purposeful Reading Chairperson, who will arrange local judging.
- The short story should have no more than 500 words.
- A CEOS member who is not a professional writer must write the short story. (That means she or he receives no compensation for the story.)
- Reading Chairperson.
- The short story should be typed and stored securely inside a folder or notebook.
- The folder's identification should include the writer's name, address, telephone number, CEOS club, and county.
- The Purposeful Reading Chairperson will provide the judging criteria to those judging the creative writing short stories.
- By September 15, send your county's best short story to the WVCEOS Purposeful Reading Chairperson.

Judging Criteria

- To be judged, the short story must be submitted by the due date, which will be determined by your County Vice President, so that the winning entry is sent to the state chairperson by September 15.
- It must not have more than 500 words.
- It must be typed and stored securely inside a folder or notebook.
- Copy sheet must include the writer's name, address, telephone number, CEOS club, and county.

Poetry Writing Contest Guidelines

• Each county may send one poem to the West Virginia Community Educational Outreach

Service contest. It must have been written within the last year. Due date: September 15.

- CEOS members should submit their poem to their county Purposeful Reading Chairperson, who will arrange local judging.
 - The poem should have no more than 250 words.
 - A CEOS member who is not a professional poet must write the poem. (That means she or he receives no compensation for the poem.)
 - The poem can be about any subject.
 - The poem does not have to be published to be eligible.
 - The poem must be typed and stored securely inside a folder or notebook.
 - The folder's identification should include the poet's name, address, telephone number, CEOS club, and county.
 - The Purposeful Reading Chairperson will provide the judging criteria to those judging the poetry writing contest.
 - By September 15, send your county's best poem to the WVCEOS Purposeful Reading Chairperson.
- (Chairpersons on writing and poetry contests have been changed from the current committees to the Purposeful Reading Chairperson.)*

Judging Criteria

- To be judged, the poem must be submitted by the due date, which will be determined by your County Vice President, so that the winning entry is sent to the state chairperson by September 15.
- It must not have more than 250 words.
- It must be typed and stored securely inside a folder or notebook.
- Copy sheet must include the writer's name, address, telephone number, CEOS club, and county.

Dues and Funds

MEMBERSHIP DUES

\$5.00 State Dues
\$0.50 County Dues
\$5.50 Total Dues

Membership dues should be paid by all active members **no later than November 30th for the next program year**. Any new members who join, at any time during the program year, should pay membership dues. *50-Year members do not pay State Dues.*

INTERNATIONAL STUDENT FUND

The West Virginia CEOS Council, Inc. offers a scholarship to a student from a foreign country each year for study at West Virginia University. The International Student Fund of \$0.50 per member is included in the membership dues. Additional funds may be donated voluntarily by club members.

FRIENDSHIP FUND

The Friendship Fund of \$0.25 per member is a freewill offering. The money is used to meet the financial needs of the office in London and is used in the Extension Service for expanding the programs of the organization to promote good international relations.

WVU Extension Service Financial Best Practices

Continued

Purchase new checks with Extension office address and two (2) signature lines. Two (2) signatures, the treasurer and one other individual unrelated to the treasurer. This practice creates a check and balance system, and makes it clearer for accountability purposes.

- A Checkbook must be used and check ledger updated with each transaction, with the monthly statement reconciled and balanced.
 - Always pay from an original itemized invoice. Volunteers and employees are discouraged from paying expenses out of their own pockets. Always deal directly with vendors when possible.
 - Always complete the “for” or “memo” line at the bottom of the check. This process will speed up the justification process.
 - Never pay state taxes on purchases.
 - Blank checks must never be signed. Checks must be signed off on only as needed when paying a vendor.
 - Checks must **not** be made out to cash. If checks have to be written for cash for start up funds, document that on the “for” line when the event is over. Redeposit the start up amount as a separate deposit, noting that it offsets the check for cash along with the event name. Other revenue from the event must be deposited separately.
 - Always use gifts and donations for the purpose given.
 - When accepting money for an event, a cash box must be kept and money counted on the spot and a cash verification form is completed. The person receiving the money must first count the money and fill out the form. They must then sign the form and submit it to the treasurer. The treasurer must then take all the forms and be sure the totals equal and make the deposit as soon as possible. For everyone’s protection money must not be taken to volunteer’s personal home. A night deposit box must be looked into. The signed forms will serve as backup to the deposit tickets. The rule of thumb is all money must be counted more than once, and by more than one person.
- A numbered receipt book must be kept and a receipt given to anyone that purchases an item or gives money. The receipt book could also be used to reconcile deposits and events.

(revised 10/2008)

CELEBRATE VOLUNTEER HOUR (CVH) PROGRAM

What is a Celebrate Volunteer Hour (CVH) Seal?

A CVH seal is equivalent to 500 hours of volunteer effort. Hours spent in **preparing** to carry out a volunteer activity and hours **spent** directly in volunteer work are both permissible. Hours of service include time devoted to the CEOS Organization as well as other groups.

Why Earn CVH's?

Here are several good reasons why you should earn CVH's:

1. Recognition of your individual volunteer effort.
2. Enhanced self-esteem and personal pride in being a volunteer.
3. Tracking and documentation of volunteer experience for possible use as a qualified equivalent for paid work experience and/or academic credit.
4. Recognition of the overall impact of CEOS volunteer effort at local and state levels.
5. Opportunity for recipients of volunteer effort - organization, community leaders and citizens - to express appreciation for valuable and essential services volunteers render.

How do I log my volunteer time?

Keep a separate log sheet or calendar for club, county, state, or national activities, and for other group or activity for which you volunteer.

- Enter the DATE (month/day/year) service performed.
- Briefly describe the JOB performed. What did you actually do for someone else?
- Enter the JOB TITLE.
- Put in the HOURS spent.
- Put in NUMBER of persons reached.

CELEBRATE VOLUNTEER HOUR (CVH) PROGRAM

(Continued)

What counts as volunteer time?

Teaching and training, community service, public relations, administration, management and organization.

Verification:

Have your record of volunteer service hours “certified” by an authorized person. When you have accumulated 500 hours or more of volunteer time (CVH), enter the total hours for **each** of the organizations, groups, or individuals which you served on the summary sheets. List all activities and hours.

The CEOS Club President will validate the log sheet(s) by totaling the member’s volunteer hours. Then keep one copy and send the original to the County CVH Chairperson **prior to the first week in October**.

Community Volunteer Policy

1. The primary purpose of the organization is education. The CEOS organization functions in cooperation with the West Virginia University Extension Service.
2. Club activity is available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. Consideration is given to meeting facilities to assure that handicapped persons are not excluded from Community Volunteer programs
3. A club should not set up artificial barriers to membership or make local policy not in accord with county and state policy. If individual clubs do not have a club constitution, the county constitution will prevail.
4. A club should keep its standards of business, program and social activities high and should keep itself out of petty local issues or embarrassing situations. Clubs should be informed on political issues but should not endorse political or commercial interests. Members cannot officially represent or voice an opinion of the local club, county or state organization, unless authorization by that body has been given.

WVU Extension Service Financial Best Practices

- Extension employees, including office employees must not serve as officers, treasurer, financial officer, co-signer of accounts, make deposits or expend the private funds of any 4-H, CEOS, or Master Gardeners organization.
- Agents
- Must secure annual report of activities-minutes, treasurer reports, and list of officers from each volunteer organization.
- Monitor bank statements monthly:
- Each account must have the affiliated group’s name along with the address of the County Extension Office
- Open the bank statement and review
- Photocopy
- Mail original statement to the treasurer
- File in the county office by affiliated organization’s name
- A paperless system is not allowed
- Secretaries
- Record all decisions made by the organization, including fundraisers, financial decisions, etc.
- Meeting minutes must show all decisions being made, including all financial resources and treasurer reports.
- Meetings must follow Robert’s Rules of Order and all decisions voted on by the membership should be reflected in the meeting minutes.
- Treasurers
- Make timely deposits, expenditures, and reports consistent with organizational decisions.
- Make detailed cash receipts and disbursement registers
- Reconcile monthly bank statements
- Each account must have the affiliated group’s name along with the address of the County Extension Office
- A paperless system is not allowed
- When treasurers change office, an accountability review must be performed to protect the outgoing and incoming treasurer.
- Treasurer Reports must be attached to each monthly meeting minutes.
- An annual organizational budget must be created and approved at the 1st annual meeting.
- The organization is always responsible for all financial obligations asso-

2017 NICHOLAS COUNTY FAIR

NICHOLAS COUNTY CEOS EXHIBITS THEME: *Volunteers In Action*

Exhibits will be accepted same days as FAIR exhibits. Passes will be distributed at this time. Each club that exhibits will receive one (1), one-day pass per member.

Exhibits may be picked up after 9:00 PM on Friday, or on Saturday from 9:00 am to 10:00 am.

AWARDS:

First Place: \$20.00
Second Place: \$10.00
Third Place: \$ 5.00

RULES FOR JUDGING:

- Exhibit must be educational
- Exhibit must utilize the theme
- Exhibit must be something the CEOS Club accomplished since last year’s Fair
- Each display must further the theme of the exhibit
- Exhibits will be judged on overall appearance including: Attractiveness, Neatness, Cleanliness, Arrangement, Originality, and Quality
- Exhibits will be judged according to creativity in choice and use of color and materials
- Exhibits must have the club’s name
- All decisions of the judges will be final
- Judges will be quests from other counties
- The CEOS clubs will be hosting demonstrations, events, AND/OR EXHIBITS in Beaver Cabin each evening

CVH VOLUNTEER SERVICE SUMMARY

Organization, Agency, Group, etc.	Total Hours	Total People
Totals		
Date CVH Chairperson:		

Name :

County:

CEOS Club :

Address :

City : Zip:

Telephone :

Additional remarks:

Send To: Martie Mycoff.....304-872-9223
892 West Webster Rd.
Summersville, WV 26651

Club Name: _____

Activity 2017	Points
Start on Time	25 Per Club
Business—30 Mins or less	25 Per Club
Parliamentary Procedure Followed	25 Per Club
Number of Books Read	1 Each Book
Committee Report at Club Meeting (max 125)	25 Per Report
Planned Activity at Club Meeting	25 Per Club
New Member	200 Per Club
County Committee Workshop Sessions	50 Per Member
International Student Day	50 Per Member
Learn—Return	50 Per Member
President/Representative Attend Advisory Meeting	50 Per Club
West Virginia Day Celebration	50 Per Member
Beckley Area Meetings	100 Per Member
Booth sit at County Fair Quilt Show	100 Per Member
Club Exhibit at County Fair	100 Per Club
State Annual Leadership Conference	100 Per Member
Volunteer Hours—CVH Seal	100 Per Seal
Club Committee Report Submitted to County	100 Per Committee
2017 Spring Achievement Banquet/May	100 Per Member
Annual County Membership Meeting/August	100 Per Member
Holiday House/November	50 Per Member
Countywide CEOS Activities/Breast Cancer	50 Per Member
Club Reports in Newspapers	100 Per Report
Volunteer at 4-H Camp/Day Camp/Farm Safety Day	100 Per Member
Total Number of Club Members: _____	Totals

Send to: Joan O’Quinn, County President
822 Spruce Grove Rd. Mt. Nebo, WV 26679

Total Points: _____ **Due by December 30th, 2017**