



## **STEPS IN ORGANIZING AN EXTENSION HOMEMAKERS CLUB** ***\*Instructions for County FCS Extension Agent***

1. Find interested person/persons (community leader).
2. Set meeting time and place for initial meeting. With the help of your initial contact, determine a time when you think most interested people could and would attend. Also arrange for a meeting place that would be comfortable for individuals to come to such as a school, community building, etc.
3. If the membership area is bi-racial, ask prospective members to complete survey forms from the FCS agent.
4. Market the meeting. Write article for local newspaper; place fliers in community building; have community leaders make personal telephone calls; radio publicity; personal visits to potential members. Be sure to use the EEO statement on all announcements.
5. Agent prepare program. This could be a program on Extension Homemakers or the Cooperative Extension Service, or a program that would spark interest for the individuals in that community. Also depends on the nature of the potential club members.
6. Arrange for refreshments. Either you or the initial contact community leaders, County Extension Homemakers Council, etc. should supply refreshments. Need to make this a pleasant experience for those attending so they will want to continue.
7. Hold initial meeting
  - a. Discuss purpose, responsibilities, activities
  - b. Membership – dues and responsibilities
  - c. Relationships with other community groups
  - d. Conduct Educational Program
  - e. Take EHC Yearbooks for all prospects, EHC Secretary Book, EHC Handbook for President.
  - f. Determine if group wants to be a traditional or project club.
8. Determine if there is an interest in continuing.
9. Encourage more marketing efforts.

University of Arkansas, United States Department of Agriculture and County Governments Cooperating.

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