



**Wisconsin Association for Home &  
Community Education, Inc.  
Talking Points with University of Wisconsin  
Division of Extension County / Area Office**

This document is intended to facilitate a discussion between the local HCE organization and their respective county / area office to better understand how we may both continue to work together considering the merger of Extension with the University of Wisconsin and is in addition to the Guidelines on the Educational Roles of Extension with Wisconsin Association of Home and Community Education (WAHCE).

WAHCE recognizes the role change of the Extension Education Educators to be more of an educational role. The county support staff have been very helpful to us in the past and we hope we may continue to use their services.

The local HCE groups have a need to use services of the local office including making copies (or the ability to use the copying equipment), assistance with creating documents and newsletter, storage for records, use of meeting rooms within the facilities where the local Extension offices are housed, and as a general phone contact, etc.

The following checklist is intended to outline some of the services HCE may use – recognizing there are budget constraints within the local Extension Office.

HCE may have use of the following:

- Assistance from support staff as a phone contact, i.e., listing the Extension office phone number on the website and in publications as a general contact.
- Listing the local Extension Educator as a contact on the website and in publications. If no educator, local office contact is: \_\_\_\_\_  
\_\_\_\_\_
- Use of meeting rooms in the building where the Extension Office is located in compliance with local building use policies
- If there is a restriction on the use of the meeting rooms, it is defined as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Assistance from local support staff with preparation of documents, including newsletters and flyers.

- Local support staff may send documents to the WAHCE webmaster for inclusion on the WAHCE website.
  - Local support staff may continue to maintain the website for the county HCE group after obtaining a link from the WAHCE Webmaster.
  - Local support staff may make copies for HCE.
  - HCE members may use the copy equipment in the Extension Office to make copies of HCE related items.
  - If there is a charge, copies will be charged at a rate of \_\_\_\_\_ per copy.
  - Other charges: \_\_\_\_\_
  - Use of audio-visual equipment for meetings.
  - Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This document is to be reviewed annually.

Name of County: \_\_\_\_\_

Name of Local HCE President: \_\_\_\_\_

Name of Area Extension Director  
 completing this document: \_\_\_\_\_

Date: \_\_\_\_\_