# Form Management and Other Activities Tool - County Level

9/21

| **Person Responsible** | **Name of the Form** | **Other Activities** | **Due Date** | **To Whom** | **Date Sent** |
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| County Chair | Remittance to District Director (page 6-11) |  | When sending funds | District Director |  |
| County Chair | New/Reorganized TEEA Club form  (page 6-9) |  | When new club forms (Deadline is August 1) | TEEA Treasurer & District Director |  |
| County Chair | \_\_\_\_ County Association Monthly Report  (pages 6-18 & 6-19) |  | As necessary for County Association-sponsored- ed. events | County Extension agent - FCH |  |
| County Chair | Cultural Arts Winners - County Form  (pages 6-36 & 6-37) |  | 30 days prior to District contest | District Director |  |
| County Chair | Form A - \_\_\_\_\_ County Delegates and Alternates (for district conferences)  (page 6-30) |  | 30 days prior to District Spring Conf. | District Director |  |
| County Chair | TEEA List of Association Officers – County Form (page 6-12) |  | Oct. 1 | District Director |  |
| County Chair or Appointee |  | *The TEEA Messenger* articles due for Issue III | Oct. 1 | *Messenger* Editor |  |
| County Chair | TEEA Membership List – County Form (page 6-8) | Remit membership dues, payable to *TEEA Inc.*  (page 6-11) | Oct. 15 | District Director |  |
|  |  |  |  |  |  |
| County Chair | TEEA Application for 20/25/30+-Year Member Certificate (received from Clubs) |  | Dec. 1 | District Director |  |
| County Chair | TEEA Application for 20/25/30+-Year Club Recognition (received from Clubs) |  | Dec. 1 | District Director |  |
| County Chair | Texas Treasure Award (received from Clubs) |  | Dec. 1 | District Director |  |
| County Chair | Texas Leadership Award  (received from Clubs) |  | Dec. 1 | District Director |  |
| County Chair or Appointee |  | *The TEEA Messenger* articles due for Issue I | Feb. 1 | *Messenger* Editor |  |

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| County Chair | TEEA 4-H Scholarship winner application and materials |  | March 1 | District Director |  |
| County Chair | TEEA Adult Career Scholarship  (pages 6-24 - 6-26) |  | March 1 | District Director |  |
| Applicant | Alumnae Scholarship  (pages 6-28 – 6-29) |  | Postmarked by April 1 | Alumnae Chair/Copy to State President |  |
| County Chair or Appointee |  | *The TEEA Messenger* articles due for Issue II | May 1 | *Messenger* Editor | County Chair or Appointee |
| County Chair |  | Coins for Friendship (sending funds) (page 6-11) | May 15 | District Director |  |
| County Chair |  | Dollars for Scholars (sending funds) (page 6-11) | May 15 | District Director |  |
| County Chair or Treasurer | 990- N (e-postcard) or 990 |  | May 15 | IRS |  |
| County Chair | State Conference Registration and  Form A - \_\_\_\_\_ County Delegates and Alternates  (for State Conference)  (page 6-30) |  | July 1 | District Director |  |
| County Chair | \_\_ County Annual Report  (pages 6-20 & 6-21) |  | July 15 | District Director |  |
| County Chair | New/Reorganized TEEA Club form  (page 6-9) |  | August 1 (when new club forms) | TEEA Treasurer & District Director |  |
| County Chair | TEEA County Association List of Presidents and EINs – County Form (page 6-13) |  | August 1 | District Director |  |
| County Chair | TEEA Week Proclamation to Commissioners Court |  | Sept. 1 | with County Extension agent - FCH |  |
| County Chair/Treasurer | Annual Review of TEEA County Funds  (page 6-45) | Review by appointed committee | Annually | County Chair and membership |  |
| County Chair/Treasurer | County Name Badge Order (if needed) |  | Nov. 1 | Name Badge Chair |  |
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