

Form Management and Other Activities Tool - County Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
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 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		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
County Chair	TEEA Membership List – County Form (page 6-8)	Remit membership dues, payable to <i>TEEA Inc.</i> (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		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	

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		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> 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	