All changed pages for
2018-2019
TEEA Manual
The Texas Extension Education Association, Inc. (TEEA) Manual is designed for TEEA Board members, District Directors, County Association Chairs, Club Presidents, and Extension Service faculty. The manual was developed to provide information about a variety of activities that are a part of the program in Texas. Responsibilities and procedures are described so that many people will understand and contribute to effective and efficient program development and management.

The Bylaws of the organization are printed in a separate booklet. This TEEA Manual is intended to be used as a reference in carrying out the duties and responsibilities set forth in the Bylaws and contains additional information pertaining to TEEA.

The materials are hole-punched so members may insert them into manuals. The materials will be updated as needed. The TEEA Manual is also available on the web at: http://teea.tamu.edu.

At each revision, a complete set of updated pages (showing the latest revision date) will be provided for each county. A county can reproduce as many sets of revised pages as are needed to update the TEEA Manual in that county. Replace the pages immediately in each TEEA Manual with the updated pages.

We hope you find the manual informative and useful. Please let us know if you have suggestions for additions to the TEEA Manual.

Sincerely,

Nyanza Price
(signature on original)
TEEA President

Joyce Cavanagh
(signature on original)

Joyce Cavanagh, Ph.D.
Texas A&M AgriLife Extension Service
Associate Professor & Extension Specialist
TEEA State Advisor

Any information underlined within this TEEA Manual is quoted directly from the Bylaws and cannot be changed without a two-thirds vote at the annual State Convention.
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Educational Program Planning

An essential feature of TEEA work is providing education to club members and to members of the community.

TEEA’s educational program recommendations are made to program planning committees for local program planning. Counties and clubs choose whichever part(s) of the total program that is most suited for their particular county and club.

The State Education Committee Chairs receive programming issues from Texas A&M AgriLife Extension Service specialists, which reflect critical needs across the state. The State Chairs work with their Extension advisors to insure that no resource material is being used that is not in line with priorities of the Texas A&M AgriLife Extension Service. State Chairs may add materials to the packets that are relevant to that particular area and are reviewed by state Extension specialists. Committee Chairs, committee members, and Extension advisors work together to develop state resource packets and to present an educational workshop at the annual state meeting. Once the educational program recommendations are adopted, they become the TEEA-recommended educational program for the following year.

One of the purposes of the TEEA District Spring Conference is to promote the educational program recommendations and to learn how they are being used. If all counties have not had local programs on the recommendations, it is suggested that at least one workshop be planned at the district meeting to give the membership ways to become involved.

State Annual Conference Program

The program for the state annual conference should include:

- a substantive theme around which the program can be planned;
- a keynote speaker(s), who addresses the theme or a subtopic of the theme;
- educational program workshops planned by education committees to enable delegates to conduct programs and activities locally during the following year;
- leadership training;
- elective workshops on topics of interest to a large segment of TEEA members;
- opportunities for fellowship;
- business session(s) for delegates to conduct the business of the association; and
- activities to recognize the achievements and contributions of members of the association and/or their communities, state, or nation.

The Board of Directors is responsible for the overall planning and coordination of the state conference. They can involve others and/or delegate responsibilities in order to organize an effective meeting that will meet the needs and interests of participating delegates, members, and guests.

District Programs

Programs at District Spring Conferences should provide participants with organizational information, education, and fellowship. A strong district program usually includes:

- a keynote speaker or activity on a topic of importance, emerging issues at the state or national level, usually related to a part of the TEEA educational program;
- two to four workshops for member participation; and
- a brief business session for delegates.

The District Director, his/her CEA-FCH, and the host county/counties usually work cooperatively to plan the district conference program. The Regional Program Leader-FCH can be consulted when necessary.
The District Fall Training should provide participants with County Association and Club management training including increasing membership and club growth, educational program outreach, leadership, scholarship support, and community service opportunities. Updates to the TEEA Manual are provided during this training. Delegate selection and training is also done.

Local County and Club Programs

Local clubs have a variety of programs during a year. Content and resources generally come from:

1. TEEA Education Committee recommendations: usually taught by a TEEA delegate (and supported by the CEA - FCH) who participated in the committee workshop at the state meeting. Currently, committee program emphasis is on:
   - membership and leadership,
   - health and safety,
   - family life and family resources, and
   - natural resources and environment.

2. Family and Community Health’s program priority goals, determined from local county needs, include:
   - Improve family life for Texans.
   - Help people in Texas eat better and safer.
   - Help families and individuals manage their resources.
   - Improve the health and wellness of Texans.

3. Special interests are usually presented by a club member or a resource person (locally determined). Examples include: women’s self defense, special arts and crafts demonstrations, gardening for water conservation.

4. CEAs - FCH are responsible for two programs in their county annually for TEEA. It is expected that the CEA - FCH will provide one program at the club level and one program or leader training at the county level. She/he may present the program or arrange for a speaker. Program topics should address FCH program priority goals and can support the agent’s other program plans, as appropriate. Leader training topics should be determined with county association Yearbook Committee. CEAs - FCH from several counties, if needed, may hold a multi-county leader training for club members and leaders to bring additional educational programs back to the clubs.

5. Local club education to clubs and other groups, and other TEEA volunteer hours, must be reported monthly on the Club Monthly Report form (pages 5-16 and 5-17) and provided to the CEA - FCH. Extension is required to report volunteer educational outreach by TEEA and other volunteer groups like Master Gardeners to the State Legislative Budget Board to demonstrate the value of the Agency to the State of Texas. The Club Monthly Report form was new in 2008. It combines the Educational Program Report and Honor Roll of Counties report into one form. The Club President keeps all of the Club Monthly Reports and aggregates them into the Club Annual Report for the County Association Chair.

6. TEEA clubs and county associations can show the dollar value of TEEA’s contribution to the county through education, scholarships and community service by using the total $ value of time from the County Annual Report and presenting “Big Checks” for Education (all educational work by TEEA clubs and county association) and for Honor Roll of Counties (scholarships and community service by TEEA clubs and county association). A “fill in the blank” check is located on the TEEA website.
TEEA Week Proclamation

Each year, the TEEA County Association Chair works with the Family and Community Health Extension agent to get this proclamation on the agenda for the County Commissioners Court to sign at the Court meeting before the second week in October to designate that week within the county as TEEA Week in ____________ County. It is a wonderful opportunity to showcase the previous year’s value to the county by presenting a “check” showing the educational program, honor roll of counties, and 4-H scholarship’s dollar value. It is also an opportunity to mention the upcoming year’s plans for county activities.

A news article can be written for the local paper summarizing TEEA activity and raising awareness of the opportunity for new members to join.

The condensed proclamation format shown on the following page was shared by Kathy Smith, CEA-FCH in Parker County. A proclamation form using the correct line spacing is included on the TEEA website for your use.
TEEA Board of Directors - Elected Positions
2018-2019

Executive Committee

President
Nyanza Price (2018-2020)
29468 FM 831
Oakwood, TX 7555
Phone: 903-545-2198
Cell: 903-388-9069
Email: nyjo1944@gmail.com

Second Vice President for Programs
Clara Jones (2018-2020)
500 CR 200
Centerville, TX 75833
Cell: 409-718-7266
Email: mzjonezj@gmail.com

Secretary
Angela Pierce (2018-2020)
988 CR 1103
Maud, TX 75567
Phone: 903-585-2537
Cell: 903-293-1744
Email: angelapierce@yahoo.com

First Vice President for Leadership
Kay Jacob (2017-2019)
625 CR 91
Bishop, TX 78343
Cell: 361-947-1070
Email: kjacob1954@gmail.com

Treasurer
Ola Culwell (2017-2019)
250 Horseshoe Dr.
Springtown, TX 76082
Phone: 817-220-5528
Cell: 817-343-1337
Email: coculwell@gmail.com

District Directors

District 1 Director
Rosabelle Leal (2018-2019)
P.O. Box 31
Dalhart, TX 79022
Phone: 806-244-5888
Cell: 806-333-0092
Email: rosabelle_leal@yahoo.com

District 2 Director
Sheila McCormack (2018-2020)
1902 15th St
Snyder, TX 79549
Cell: 325-207-8445
Email: rggg1947@gmail.com

District 3 Director
Barbara Sandlin-Sampson (2017-2019)
2791 Holbrook Road
Springtown, TX 76082
Phone: 817-220-4172
Cell: 817-925-1906
Email: 8809bjsampson@gmail.com

District 4 Director
Dinah Rainey (2018-2020)
1219 Cornelia
Greenville, TX 75101
Cell: 903-274-5152
Email: raindropline@yahoo.com

District 5 Director
Elaine Jackson (2017-2019)
1608 Crystal Cove
Whitehouse, TX 75791
Phone: 903-839-4853
Cell: 972-809-0187
Email: Elaine145@suddenlink.net

District 6 Director
Yolanda Payne (2018-2020)
2005 E. Partridge St.
Fort Stockton, TX 79735
Phone: 214-707-9474
Email: paalcayp14@gmail.com

District 7 Director
Polly Krenek (2017-2019)
916 CR 337
Bertram, TX 78605
Phone: 512-355-2633
Cell: 512-663-7941
Email: mpkrenek@yahoo.com

District 8 Director
Laurie Veatch (2018-2020)
10040 Stringtown Rd.
Temple, TX 76501
Phone: 254-983-3028
Cell: 254-931-4034
Email: ljveatch@gmail.com

District 9 Director
D’Ann White (2018-2020)
P.O. Box 233
Kountz, TX 77625
Phone: 409-246-3855
Cell: 409-926-8502
Email: danielwhitefamily@gmail.com

District 10 Director
Violet Alexander (2016-2019)
7411 Albert Road
Austin, TX 78745-6106
Cell: 512-444-3400
Email: crusieralexander@sbcglobal.net

District 11 Director
Rachel Monday (2018-2020)
P.O. Box 4194
Victoria, TX 77903-4194
Cell: 361-649-1212
Email: rachel.mondays@zoho.com

District 12 Director
Dolores Davis (2018-2020)
2205 Kelly Lane
Kingsville, TX 78363
Cell: 361-219-4459
Email: dmittagdavis@aol.com
Education Committee Chairs - Elected Positions
2018-2020

Education Committee Chair, District 2
Dale Neves
2711 El Paso Ave.
Snyder, TX 79549
Phone: 325-207-1164
Email: lnhome@aol.com; dencrafts@aol.com

Education Committee Chair, District 9
Claudine Hare
4533 Tulane Rd.
Orange, TX 77630
Cell: 409-670-5403
Email: chare@gt.rr.com

Education Committee Chair, District 5
Johnnie Powell
1430 N. Tenaha Ave.
Tyler, TX 75702
Phone: 903-530-7636
Email: jfpowell91@gmail.com

Education Committee Chair, District 12
Marsha Miller
594 NCR 1070
Kingsville, TX 78363
Cell: 281-793-0495
Email: mlemiller1@yahoo.com

TEEA Board of Directors - Appointed Positions
Voting Members

*The TEEA Messenger* Editor
Lela Goar
225 CR 207 A
Burnet, TX 78611
Phone: 512-585-7606
Email: teeamessenger2013@gmail.com

Alumnae Committee Chair
Grace Glaze
2835 CR 385
El Campo, TX 77437
Phone: 979-543-4168
Cell: 979-541-3424
Email: graceglaze38@yahoo.com

TEEA Board of Directors - Non-Voting Members

AgriLife Extension Advisor
Dr. Joyce Cavanagh, Associate Professor and Extension Specialist
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990 Consultant
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Gilmer, TX 75645
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Cell: 903-790-1005
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10/18
Texas A&M AgriLife Extension Service Regional and County Contacts for TEEA Board of Directors 2018-2019

FCH Regional Program Leaders (RPLs) and 4-H State Office Contact

North Region (1 & 2)
Dr. Angela Burkam
6500 W. Amarillo Blvd.
Amarillo, TX 79106-1796
Phone: 806-677-5600
Email: Aburkham@ag.tamu.edu

Central Region (3 & 8)
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P.O. Box 2159
Vernon, TX 76385-2159
Phone: 940-552-9941
Email: dtarter@tamu.edu

East Region (4 & 5)
Paula Butler
17360 Coit Road
Dallas, TX 75252-6502
Phone: 972-952-9229
Email: pibutler@ag.tamu.edu

West Region (6 & 7)
Mandy Seaton
7887 US Hwy 87 N
San Angelo, TX 76901-9714
Phone: 325-653-4576
Email: mkeaton@ag.tamu.edu

Southeast Region (9 & 11)
Erika Bochat
10345 State Hwy 44
Corpus Christi, TX 78406-1412
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Email: erika.bochat@ag.tamu.edu

South Region (10 & 12)
Jana Osbourn
1618 Garner Field Road
Uvalde, TX 78801
Phone: 830-278-9151
Email: jana.osbourn@ag.tamu.edu

Texas 4-H Center
Mark Carroll
5600 FM 3021
Brownwood, TX 76801
Phone: 325-784-5483
Email: jmcarroll@ag.tamu.edu

County Extension Agents in TEEA District Director Counties

District 1 - Dallam County
Kay Rogers
401 Denrock Avenue
Dalhart, Texas 79022
Phone: 806-244-4434
Email: kwrogers@ag.tamu.edu

District 2 - Scurry County
Ronda White
2605 Avenue M
Snyder, Texas 79549
Phone: 325-573-5423
Email: ronda.white@ag.tamu.edu

District 3 – Parker County
Kathy Smith
604 N. Main St.
Weatherford, TX 76086-2436
Phone: 817-598-6168
Email: kathy.smith@ag.tamu.edu

District 4 - Hunt County
Sarah Latham
2217 Washington Street
Greenville, TX 75401
Phone: 903-455-9885
Email: sarah.latham@ag.tamu.edu

District 5 - Smith County
Claudann Jones
Rm 116, Smith Co. Cotton Belt Bldg
1517 W. Front Street
Tyler, TX 75702
Phone: 903-590-2980
Email: claudann.jones@ag.tamu.edu

District 6 – Pecos County
Karan Heffelfinger
P.O. Box 1357
Fort Stockton, TX 79735
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District 7 – Burnet County
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607 N. Vandevue, Ste 100
Burnet, TX 78611-2757
Phone: 512-756-5463
Email: linda.wells@ag.tamu.edu

District 8 - Bell County
Jackie McLaughlin
1605 N. main St. Ste 102
Belton, Tx 76513
Phone: 254-933-5305
Email: Jackie.mclaughlin@ag.tamu.edu

District 9 - Hardin County
No FCH Agent
1135 Redwood
Kountze, Tx 77625
Phone: 409-246-5128
Email: hardin-tx@ag.tamu.edu

District 10 – Travis County
Sonia Coyle
1600B Smith Rd.
Austin, TX 78721-3541
512-854-9600
Email: Sonia.coyle@ag.tamu.edu

District 11 - Victoria County
Gracie Rider
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Victoria, TX 77904-3688
Phone: 361.575-4581
Email: gracie.rider@ag.tamu.edu

District 12 – Kleberg County
Frank Escobado
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Kingsville, TX 78363
Phone: 361-595-8566
Email: kleberg-county-office-tx@tamu.edu

10/18

Board of Directors and Annual Calendar
## TEEA 2018-2019 Calendar

### October 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| 1     | State Board and County Association Chairs begin their terms  
County Chair sends County List of Association Officers (page 6-12) to District Director  
Club President sends TEEA Membership List (page 5-8) and dues to County Chair  
Articles are due to *The TEEA Messenger* Editor |
| 7-13  | TEEA Week - Plan an event to celebrate TEEA |
| 31    | County Chair sends the Club and County 4-H Scholarship for All Scholarships Report (page 6-23) to District Director  
County Chair sends TEEA Membership List - County Form (page 6-8) and membership dues (page 6-11) to the District Director  
County Chair sends the TEEA County Association List of Presidents and EINs for Counties form for her clubs (page 6-13) to District Director |

### November 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| 1     | Club President submits names of TEEA Members with 20 years of membership and 5 year increments thereafter (page 5-23) to the County Chair  
Club President submits names of 20 year TEEA Clubs and 5 year increments thereafter (page 5-24) to the County Chair  
Club President submits nominee for Texas Treasure Award (page 5-26) to County Chair  
Club President submits nominee for Texas Leadership Award (page 5-28) to County Chair |
| 7-9   | TEEA Fall Board Meeting at 4-H Center, Brownwood, Texas |
| 15    | District Directors send completed TEEA District EINs form (page 7-10) to the TEEA Treasurer  
District Director sends TEEA County Association List of Presidents and EINs to the TEEA Treasurer  
District Director sends TEEA List of Association Officers (received from County Chairs) to the TEEA First Vice-President for Leadership and TEEA Treasurer |
| 22    | Happy Thanksgiving |

**Reminder:** District Directors send Membership List and dues checks to TEEA Treasurer and *The TEEA Messenger* Editor as received from County Chairs.
<table>
<thead>
<tr>
<th>Month</th>
<th>Page Numbers</th>
<th>Notes/Events</th>
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</table>
| December | 1            | County Chair forwards one nominee for Texas Treasure Award to District Director  
|          |              | County Chair forwards one nominee for Texas Leadership Award to District Director  
|          |              | County Chair forwards names of TEEA members with 20 years of membership and 5 year increments thereafter to the District Director  
|          |              | County Chair forwards names of 20 year TEEA Clubs and 5 year increments thereafter to the District Director  |
|          | 25           | Christmas                                                                   |
|          | 31           | Club membership dues are delinquent.                                       |
|          | Reminder:    | County Chair sends County Cultural Arts Winners (pages 6-36 and 6-37) to the District Director 30 days before the District Cultural Arts Contest. |
|          | Reminder:    | File 990-N (e-postcard) or 990 with the IRS, due May 15th                  |
|          | Reminder:    | Two weeks prior to the District Spring Conference, a Club and a County presenting a candidate for State office must notify the District Director in writing. |
| January  | 1            | Happy New Year!                                                             |
| February | 1            | District Directors forward names of TEEA members with 20 years of membership and 5 year increments thereafter to TEEA President  
|          |              | District Directors forward the names of 20 year TEEA Clubs and 5 year increments thereafter to TEEA President  
|          |              | District Directors forward the District winner of Texas Treasure Award to TEEA President  
|          |              | District Directors forward the District winner of Texas Leadership Award to the TEEA President and the TEEA First Vice President for Leadership  
|          |              | Articles are due to *The TEEA Messenger* Editor                           |
|          | 15           | Texas 4-H Recordbook and all application materials for the TEEA 4-H Scholarships are due to County AgriLife Extension Office |
| March    | 1            | County Chair sends a copy of their county 4-H winner’s Texas 4-H Recordbook with TEEA 4-H Scholarship Application and required materials to the District Director  
|          |              | County Chair sends Adult Career Scholarship (pages 6-29 - 6-30) nominees to the District Director |

10/18
<table>
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### August 2019

1. **District Directors** send completed District Annual Report (pages 7-12 and 7-13) to TEEA Second Vice President for Programs and TEEA First Vice President for Leadership.

   Deadline for County Chairs to submit New/Reorganized TEEA Club forms (page 6-9) that have been developed since last conference. Send to TEEA Treasurer, with a copy to District Director.

**Reminder:** District Directors send District Cultural Arts Winners (pages 7-14 and 7-15) to the designated person in charge of Cultural Arts for the State Conference and one copy to the Extension Regional Program Leader 30 days prior to the State Conference.

### September 2019

2. Labor Day

9. Pre-Conference State TEEA Board Meeting in San Marcos

10-11. State TEEA Conference in San Marcos

12. Post Conference State TEEA Board Meeting in San Marcos

**Reminder:** County Chair works with county Extension agent(s) during September to get the TEEA Week proclamation signed by Commissioner’s Court.

### October 2019

1. State Board and County Association Chairs begin their terms.

   County Chair sends County List of Association Officers (page 6-12) to District Director.

   Club President sends TEEA Membership List (page 5-8) and dues to County Chair.

   Articles are due to *The TEEA Messenger* Editor.

6-12. TEEA Week – Plan an event to celebrate TEEA

31. County Chair sends the Club and County 4-H Scholarship for All Scholarships Report (page 6-23) to District Director.

   County Chair sends TEEA Membership List - County Form (page 6-8) and membership dues (page 6-11) to the District Director.

   County Chair sends the TEEA County Association List of Presidents and EINs for Counties form for her clubs (page 6-13) to District Director.
How to Organize a Club

1. Why Organize a New TEEA Club?
   Since TEEA clubs provide for continuing education in many areas relating to the home, family, community, and state, new clubs may be organized whenever a group of 3 or more people have an interest in the purpose of the clubs.

   A. Reasons for forming a new TEEA club
      • There is no club organized in the area.
      • There is a need for an additional club because existing membership is filled to capacity:
         o because of size of meeting place
         o because of the large number already enrolled in a particular club
      • When a group wishes to meet regularly as a result of special interests, ENP group, etc.
      • Need for special meeting time such as noon or nights to accommodate members’ needs and schedules

   B. Five reasons people join clubs:
      • Contribute – goal setting, program planning, committee work
      • Companionship – informal social periods, recreation, ice breakers, refreshments
      • Recognition & Rewards – news releases, public appearances, thank-you letters
      • Pride – responsible assignments, committee chair assignments, community service
      • Mental Stimulation - educational programs, discussion groups

2. Contacts
   A. Compile a list of names and addresses of prospective members from:
      • Interested individuals
      • Names submitted by EE members
      • Registration lists from previous programs
      • Personal contacts in area/neighborhood where club will meet or several prospective members live

3. Plan for Information Meeting
   A. Identify key person to make response to or contact with
   B. Set date for first meeting
   C. Secure place for meeting
      • Public meeting place
      • Home
   D. Membership committee or sponsoring club
      • Invites each person on list to attend
      • Explains that attendance does not obligate to join
   E. Decide type of meeting
      • Informal coffee, tea, luncheon
      • Select short program or demonstration
      • Determine need for child care
4. Publicity (be sure this includes the non-discrimination clause):

“Educational programs conducted by the Texas A&M AgriLife Extension Service serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability, or national origin”

A. Announcements in newspapers (include purpose of clubs)
B. Radio and cable TV public service announcements
C. Flyers distributed in targeted areas

5. County Extension Agent

A. May invite prospective members
B. Assists with plans
C. May present or help present program explaining the Extension Service and TEEA Clubs
D. May present or help present educational program

6. First Meeting

A. Membership committee or sponsoring club should greet prospective members and make introductions – keep the meeting informal
B. Discussion on forming new club
   - Purpose
   - How program subjects are selected
   - TEEA mission, vision, and core values
   - Relationship to:
     - County Extension Education Association
     - Texas Extension Education Association, Inc.
     - Texas A&M AgriLife Extension Service & Texas A&M University System
   - Affirmative Action Requirements
   - Club Bylaws
   - Dues
   - Meetings usually include:
     - short business session
     - educational program or session
     - informal fellowship
C. Enrolling members
   - Dues may be collected.
   - May have separate organizational meeting from this one
   - Work with the County Association Chair to complete the New TEEA Club form.

7. Future Meetings

A. Set date and time of next meeting
B. Decide on club name
C. Decide if refreshments will be served. If so, what type?
TEEA Membership and Dues

**TEEA Club Members**

Any individual may belong to an Extension Education club. Any individual may belong to more than one Extension Education club, but there can only be one county Extension Education Association. All TEEA State membership dues must come through the county Extension Education Association.

Membership is open to all regardless of socioeconomic levels, race, color, sex, religion, disabilities, or national origin. Individuals may join anytime during the year. Three or more members may constitute a club. Membership starts each year on October 1 and ends the following September 30.

**Member Benefits**

TEEA members receive these benefits:

1. Training on important topics for families and communities.
2. Educating others about practical information for families and communities.
3. Receive 3 issues of *The TEEA Messenger* annually.
4. Volunteering for community service.
5. Leadership opportunities.
   - Eligible to serve as a delegate to county, district, and state TEEA conferences/meetings. (Dues must be current.)
   - Eligible to serve as a club officer.
6. Eligible for TEEA State awards and recognitions and scholarships for which they qualify. Examples: TEEA 20/25/30/35/40/45/50/55/60/65/70/75/80/85/90 year member certificates; Adult Career Scholarship, Certified Volunteer Units (CVU) recognition.
7. Eligible to compete in the Cultural Arts Exhibit at the county, district, and state levels.
8. Eligible to purchase a special TEEA member-only name badge.
9. Special TEEA member registration fee for district and state meetings.
10. Have a part in providing twelve 4-H Scholarships annually of $1000 each when budget permits.
11. Have a part in providing two Adult Career Scholarships.
12. Have a part in supporting 4-H work on the club, county, district and state levels.

**Dues**

Annual membership dues are payable October 1 to: your local county TEEA, collected by the Club President or County Chair. The local TEEA mails one check with three membership lists to the District Director by October 31. The membership year starts October 1 and ends the following September 30.

Members at large will mail their dues to their TEEA District Director by October 31, making their check payable to TEEA, Inc Treasurer.

Dues of current members are delinquent on December 31 if not received by the TEEA Treasurer, resulting in ineligibility to vote at the next TEEA Spring Conference and the TEEA State Conference.

**Dues for Local Clubs**

Clubs may assess local club dues to offset the cost of programs, meeting sites, child care, printing, or local club projects. These costs should be kept at a minimum in order to make the TEEA club program accessible to all persons and not prohibit participation. Nonpayment of local club dues does not eliminate local club membership.

All clubs should have a set of Bylaws that provide details about any local dues, their management, and their purpose. The Bylaws should be readily available for all members and potential new members. Clubs’ and County Associations’ Bylaws must not be in conflict with State Bylaws.
Membership Promotion Strategies

1. The first priority is to have a membership committee or task force.

2. Prepare committee/task force members for jobs.
   A. Someone who can use a leader training packet to teach a 15-minute lesson
   B. Two people who can tell what TEEA clubs are and what being a member has meant to them
   C. An experienced member who understands how the organization works and can nurture the group to develop officers and bylaws
   D. Use the marketing brochure template on the TEEA website and tailor to your local county programs. See pages 4-7 and 4-8 for a sample brochure.

3. Develop a strategy.
   A. Member’s forum, retreat, seminar, etc.
   B. Meeting for a targeted neighborhood or community
   C. Feature articles on TEEA members...what it’s meant to my family and me after 1, 5, 10, 20, or more years
   D. Feature articles on multi-generational members from a family
   E. Club members identify how club membership has let them save money, develop leadership skills, etc.
   F. Target specific groups such as mothers of first graders, new retirees, young married couples, employees, etc.
   G. Develop and utilize local club promotion exhibits that include the TEEA Marketing Brochure.
   H. Publicity on how TEEA members can choose to share the education she/he receives through teaching others, serving as community volunteers, etc.
TEEA-___________ County Club

Contact:
• ___________________________ or
• ___________________________

Or contact your local County AgriLife Extension Service Family and Community Health (FCH) Agent at:

______________________________
______________________________

Our County Club meets the ______ of each month at:

______________________________
______________________________

2018-2019 State Programs

• “Country Roads...Take Me Home” by __________________________
• “Do Re Mi Cha Cha Cha – Music and Dance Therapy” by __________________________
• “Parenting All Over Again” by __________________________
• “CRASE - Civilian Response to Active Shooter Events” by __________________________

Scholarship Opportunities

• Youth & Young Adult Scholarships to support post-secondary education $500-$1500
• Adult Career Scholarships for active TEEA members of 2 years & over age 25 Up to $1000

Texas A&M AgriLife Extension Service - ________ County

Place information and programs here:
• Walk Across Texas

Address Here

The mission of Texas A&M AgriLife Extension Service is to improve the lives of people, business, and communities across Texas and beyond through high-quality, relevant education.

Texas A&M AgriLife Extension is an equal opportunity employer and program provider.
TEEA Club Agenda
(Turn Cell Phones to silent)

______________________ TEEA Club Meeting Agenda
(name of club)

Date: ____________

1. The meeting was called to order by _________________ at __________ (time).

2. TEEA Prayer

3. Pledges – U.S. Pledge of Allegiance and Texas Pledge

4. Roll Call: Members __________ Guests __________

5. Reading of the _____________ minutes.
   a. Corrections: ___________________ Additions: ________________________
   b. Stand Approved as read: _______________
   c. Corrected: ________________

6. Club Treasurer’s report:
   a. Corrections: ___________________ Additions: ________________________
   b. If not, they shall be filed.
   c. Transactions: ________________________________

7. Club Reports (educational presentations, Honor Roll of Counties, including volunteer hours)

8. Reports of Standing Committees:

9. Unfinished Business:

10. New Business:

11. Agent’s Report:

12. Community Events:

13. Program:

14. If there is no further business, the meeting stands adjourned. Meeting adjourned at ________ (time). Next meeting date: _____________________ at the ________________________________.

10/18
Detailed TEEA Club Monthly Report Instructions

Reporting educational outreach and volunteer community service participation, hours, and mileage on a monthly basis helps TEEA keep more accurate records of the benefits to each county and to Texas as a 501(c)(3) organization. Reporting monthly volunteer educational outreach and service hours helps our partner, Texas A&M AgriLife Extension Service, document the results of their support for our organization. Extension agents are required by their reporting system, TExAS, to report volunteer educational contacts and hours monthly. The county Extension agent - FCH needs a copy of each Club’s Monthly Report by the first of each month.

The value for volunteer time - $24.69 per hour - is used by AgriLife Extension and was adopted by TEEA in 2011. Time is counted for volunteer hours traveling to and from local club and county meetings, TEEA education programs and volunteer activities, District Trainings and Conferences, State Conference, and State Board meetings. Do not count time sleeping while at the state conference or volunteering as a member of other organizations such as your church, hospital auxiliary, scouts, or senior center. Only count service to those community activities and events that your club or county association adopts as TEEA service projects. Individual volunteer service in other organizations can be counted toward Certified Volunteer Units (CVUs). Details about CVUs are described in Chapter 12 of the TEEA Manual.

The Club Monthly Report form (pages 5-19 and 5-20) is available in the TEEA Manual and on the TEEA website to print and fill in by hand. An Excel version is available on the TEEA website and automatically calculates totals, saving time and increasing the accuracy of the reports.

Instructions:

1. **Each month** at the club meeting, collect hours and donations from the club members.

2. **Educational Program Section/Table Instructions**
   a. In the Program section, document the state TEEA-recommended program that was presented (rows 2-5). If it was not one of the state TEEA-recommended educational programs listed on the form, fill in the “Other” line. Follow the instructions below for each different program presented during the month. You are encouraged to complete the “Optional Monthly Program Highlight” on the second page to describe any special educational efforts or provide details about a program.
   b. In the second vertical column entitled “Number Presented by Club Member,” document how many (#) programs were presented that month by a club member.
   c. In the third vertical column entitled “Number Presented by Guest Speaker,” document how many (#) programs were presented by a guest speaker.
   d. In the fourth vertical column entitled “Number of TEEA attendees,” document the number of TEEA attendees.
   e. In the fifth vertical column entitled “Number of Non-TEEA attendees,” document the number of non-TEEA attendees.
   f. In the sixth vertical column entitled “Total Number Reached,” add the TEEA and non-TEEA attendees to get the total.
   g. In the seventh column entitled “Materials for Program (Dollars),” document the amount of money donated to present the educational program, including any speaker gift donated by a TEEA member, printing, mileage, materials, or door prizes bought out-of-pocket. These are materials that were not reimbursed from TEEA (club, county, district, or state).
   h. In the eighth vertical column entitled “Program Planning (hours),” document the time spent by a TEEA club member preparing for the program including travel, research, making props, etc. Planning time by a guest speaker, if a non-TEEA member, is not counted. If the speaker is a TEEA member from another club, she would enter her planning time and travel on her own club’s monthly report.
   i. In the ninth vertical column entitled “Program Length (hours),” document the length of the presentation. Show fractions of an hour as .25 for 15 minutes or .5 for 30 minute programs.
j. In the tenth vertical column entitled “Time Value (hours x 24.69 =),” add the time spent by a TEEA club member preparing for the presentation and the time needed to present the educational program to get an hour amount (with fractions of an hour shown, for example: 2.5 hours). Multiply the hours by $24.69 to get the value of the time spent on that program row.

k. In the eleventh vertical column, add the dollar amount of column seven (materials donated to present the program) to the dollar amount of column ten (value of your time spent preparing, traveling and presenting the educational program) to get a total dollar value for the program on that row. Repeat for other programs presented as needed.

l. Add columns two through eleven down to get totals for the month.

m. Put the total donated in the “Total Program Dollars” box at the bottom of the page.

n. You may use the Excel version of the Club Monthly Report (downloaded from the http://teea.tamu.edu website) to calculate totals for each row and the cell in columns ten and eleven for the “Total Donated.” This form also fills in the “Total Program Dollars” box at the bottom of the form.

3. Total Attendance at TEEA Monthly Meeting and non-TEEA Presentations Section

In this section, record the number of participants at all programs presented throughout the month to TEEA and non-TEEA members. You do not need to ask participants for this information. Do your best to record the race and ethnicity of participants through observation.

The information in this section is completed only on the monthly report. You will not include a yearly summary on the Annual Report. This information is used primarily by your County Extension Agent.

4. Honor Roll of Counties Section/Table Instructions

Scholarships, hours, mileage, materials, and cash given by TEEA members for activities, projects, and meetings related to TEEA, 4-H and Extension, and TEEA-adopted community services comprise the Honor Roll of Counties report. The IRS allows $0.14 per mile for volunteer mileage.

a. On the first row, fill in the number of news articles or notices in media.

b. On the third and fourth rows entitled “Scholarship Amount,” fill in any scholarships, training stipends, or financial support for a 4-H youth(s) or for an adult(s) given during the month (i.e., sending a member to training, a youth to district training or 4-H camp, or funds given for books or travel).

c. The fifth row entitled “Total $” is the total amount of rows four and five.

d. On the eighth row entitled “TEEA,” second column under “Total $ Donated: Mileage ($0.14 per mile), Materials, Cash,” provide the dollar amount:

   - Mileage to and from local club and county meetings and volunteer activities, district trainings and conferences, State Board meetings, and the State conference at $0.14 per mile.
   - Materials contributed to TEEA club meetings, projects, and fundraisers (meals prepared, raffle items donated, items made). This excludes materials for Education Programs counted earlier.
   - Cash donated for TEEA service projects, excluding “Coins” and “Dollars” tracked in rows eleven and twelve.

e. On the eighth row, third column under “Hours,” provide the number of hours you volunteered for TEEA activities, projects, and meetings.

   - Hours for travel to and from local club and county meetings and volunteer activities, district trainings and conferences, State Board meetings, and the State conference
   - TEEA activities include club meetings, board meetings, training meetings and state conference, media outreach, membership drives, and fundraising projects to support TEEA (i.e., to contribute to a TEEA event or send a member to training).

f. On the eighth row, fourth column entitled “Value of Time (hours x $24.69) multiply the total hours and partial hours (i.e., 10.5 hours) times $24.69, and enter the total dollars.
g. On the eighth row, fifth column entitled “Total Donated,” add the second column entitled “Total $ Donated” and fourth column entitled “Value of Time,” and enter the amount.

h. On the ninth row entitled “4-H” (this can include all Extension support for FCS and Ag, too), second column under “Total $ Donated: Mileage ($0.14 per mile), Materials, Cash” provide the dollar amount:

- Mileage at $0.14/mile to and from activities in support of 4-H and Extension
- Materials contributed to 4-H/Extension projects and fundraisers to support 4-H and Extension (meals prepared, raffle or door prize items donated, items made). This excludes educational programs materials that have been counted in the Program section.
- Cash donated for 4-H and Extension projects, excluding “Coins” and “Dollars,” tracked in rows eleven and twelve

i. On the ninth row, third column under “Hours,” provide the number of hours you volunteered for 4-H/Extension activities, projects, and meetings. Count time you are ACTIVELY involved in volunteer work and travel to and from activities.

- 4-H/Extension activities include Extension committee meetings, Leadership Advisory Board (LAB) meetings, Texas 4-H Recordbook or other youth judging, training meetings for volunteer work such as youth clothing camp, Master Gardener or Master Wellness, interpretation events with elected officials, media outreach, and fundraising projects to support 4-H and/or Extension (i.e., to contribute to a youth or agent to training, camp or conference; to purchase equipment for the county office, etc.).

j. On the ninth row, fourth column entitled “Value of Time (hours $24.69),” multiply the total hours and partial hours (i.e., 10.5 hours) times $24.69, and enter the total dollars.

k. On the ninth row, fifth column entitled “Total Donated,” add the second column entitled “Total $ Donated” and the fourth column entitled “Value of Time,” and enter the amount.

l. On the tenth row entitled “Community,” second column under “Total $ Donated: Mileage ($0.14 per mile), Materials, Cash,” provide the dollar amount:

- Mileage at $0.14/mile to and from community service activities, projects, and fundraisers adopted by TEEA
- Materials contributed to community service activities, projects, and fundraisers adopted by TEEA (meals prepared, raffle or door prize items donated, items made). This excludes educational programs materials that have been counted in the Program section.
- Cash donated for TEEA-adopted community service projects and activities, excluding “Coins for Friendship” and “Dollars for Scholars,” are tracked in rows eleven and twelve.

m. On the tenth row, third column under “Hours,” provide the number of hours you volunteered for your TEEA club or county-adopted community service activities, projects, and meetings, including travel to and from activities.

- Community service activities include collaborations with other organizations for a community-wide or targeted event (i.e., county fair, Koman Race for the Cure, Hospice, etc.), committee meetings, media outreach, and fundraising projects to support community organizations or events (i.e., to contribute to a training or conference; to purchase equipment for the community organization, etc.).

n. On the tenth row, fourth column entitled “Value of Time (hours x 24.69),” multiply the total hours and partial hours (i.e., 10.5 hours) times $24.69 and enter the total dollars.

o. On the tenth row, fifth column entitled “Total Donated,” add the second column entitled “Total $ Donated” and the fourth column entitled “Value of Time,” and enter the amount.

p. On the eleventh row, fifth column entitled “Total Donated” for Coins for Friendship, enter the amount donated by the club members for that month.

q. On the twelfth row, fifth column entitled “Total Donated” for Dollars for Scholars, enter the amount donated by the club members for that month.

r. On the thirteenth row, enter the “Total Scholarships” from row five, column one
The Club President will complete this form following each month’s meeting and send a copy to the county Extension agent - FCH. A copy will be retained for club records to aggregate into a Club Annual Report.

### PROGRAMS

<table>
<thead>
<tr>
<th>Program Titles</th>
<th>Number Presented by Club Member</th>
<th>Number Presented by Guest Speaker</th>
<th>Number of TEEA Attendees</th>
<th>Number of Non-TEEA Attendees</th>
<th>Total Number Reached</th>
<th>Materials for Program (dollars)</th>
<th>Program Planning (hours)</th>
<th>Program Length (hours)</th>
<th>Time Value (hours x $24.69 =)</th>
<th>Total Donated</th>
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### Total from Attendance at TEEA Monthly Meeting and non-TEEA Presentations (F = Female; M = Male)

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<tr>
<th>White F</th>
<th>White M</th>
<th>Black F</th>
<th>Black M</th>
<th>Hispanic F</th>
<th>Hispanic M</th>
<th>American Indian F</th>
<th>American Indian M</th>
<th>Asian/Pac. Islander F</th>
<th>Asian/Pac. Islander M</th>
<th><strong>Total Number</strong></th>
</tr>
</thead>
</table>

### Number of newspaper notices or articles about club meetings/programs:

- Scholarship Amount
- 4-H (Include scholarship name)
- Other (adult, etc.)

### Donations of time or money made by or in the name of the club to support other individuals or groups, including community and FCS projects. *The IRS allows ONLY $0.14 per mile for volunteer mileage.

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<td>TEEA</td>
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**Honor Roll of Counties**: Donations made by or in the name of the club to support other individuals or groups, including community and FCS projects. *The IRS allows ONLY $0.14 per mile for volunteer mileage.

- Total Donated: $

### Total Program Dollars

\[ \text{Total Program Dollars} = \text{Total Honor Roll of Counties Dollars} \]

\[ \text{Total Value Donated for Month of } \] __________

\[ \text{Total Value Donated for Month of } \] __________ $
# Club Annual Report, 2018-2019
Educational Programs, TEEA Volunteer Hours, and Scholarships

The Club President aggregates all Club Monthly Reports into one Club Annual Report. Program highlights can be provided on a separate page. The Club Annual Report is due to the County Chair by July 1.

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## Total Program Dollars $ + Total Honor Roll of Counties Dollars $ = Total Value Donated for Year 2018-2019 $
Template for “Big Check”

The examples of “Big Checks” below are provided for your club to fill in the annual dollar value of your Education Program and Honor Roll of Counties work. Once you’ve completed your Club Annual Report you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the [http://teea.tamu.edu/](http://teea.tamu.edu/) website. These checks can be shared with club members to acknowledge their dedication to education and community service in a dollar value. Remember, every hour of volunteer service is valued at $24.69!

![Big Check Template](image)
TEEA Name Badges and Order Form

1. TEEA name badge will be in the shape of Texas and will have Texas Extension Education Association, Inc., the member’s name, the county, and the district number.

2. The name badges are available in standard pin type and magnetic for the same price. Please indicate choice on the order form below.

3. The TEEA name badge cost is $10.00, which includes shipping and handling. The Club Treasurer will send the completed TEEA Name Badge Order Form from the club to the Name Badge Chair, along with a check(s) made payable to TEEA Inc. Write on the back of the check: For Deposit Only. Do not send cash.

4. Since all name badges must be ordered at the same time, the badges will be shipped to the County Association Chair’s address. This complies with the sales tax exempt requirements for organizations.

5. The Name Badge Chair will compile the orders and send them to the manufacturer.

6. The manufacturer will mail the name badge(s) directly to the person whose name and address appears on the order form below.

Print the name and other information exactly as you want it to appear on the badge. Check the spelling.

<table>
<thead>
<tr>
<th>County:</th>
<th>District:</th>
<th>Standard</th>
<th>Magnetic</th>
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</table>

Below, PRINT the name and address of the person to whom the membership name badges should be mailed.

Name ________________________________________________
Address ________________________________________________
City ___________________________________________ State _______ Zip _______

Phone Number __________________________ Email _______________________________________

The current Name Badge Chair is: Laurie Veatch
10040 Stringtown Rd.
Temple, TX 76501
Phone: 254-983-3028; Cell: 254-931-4034
Email: ljveatch@gmail.com

10/18
Duties, Responsibilities, and Forms for County Association Officers

Chapter 6

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TEEA Manual
County Association and County Chair Responsibilities

Purpose
1. The County Association provides support and guidance to the combined clubs in the county.

Eligibility and Election
2. In order to be eligible for election as a County Association Chair, a person shall have been a TEEA member for at least one year and have held an office at the Club level for at least one year. Serving one year as County Association Chair fulfills one qualification for eligibility as a candidate for the office of District Director and State Education Committee Chair. Vacancy in office shall be filled by the Vice-Chair for the remainder of the term.

3. The County Association Chair shall be elected from nominees submitted by the clubs by a majority vote at a County Association meeting prior to the TEEA Annual State Conference. The two-year term of office shall begin the first day of the month following the TEEA Annual State Conference. The County Association Chair shall not be eligible to serve consecutive terms.

Role
4. The County Association Chair is the link between the members in the county and the District Director. Information is sent regularly to the County Association Chair from the District Director, who is a State Board member. It is the County Association Chair's responsibility to relay the Annual County Report of educational programs, community service, scholarships, and all special events to the District Director. The County Association Chair shall also contact the District Director for information pertinent to the smooth operation of the County Association activities and keep the county Extension agent – FCH aware of any changes.

5. The County Association Chair presides over County Association meetings. The county Extension agent – Family and Community Health, who is an advisor to the County Association, may work with the County Association Chair on agendas, county meetings, the TEEA county yearbook, and leader and officer training, as needed. County Association meetings do not have to be held every month. They may be held bimonthly or quarterly. Make your meetings as interesting, educational, and informative as possible. Do not rush through them. It is easy to overlook important issues that need to be discussed. If overlooked, you will possibly have to contact individuals in each club to get the information to the members.

The voting body of a County Association meeting shall consist of three TEEA members from each club and others according to county bylaws.

6. A Form Management and Other Activities Tool - County Level (pages 6-6 and 6-7) is included for your use as you perform your duties as County Association Chair. It is only for your use and is not sent to anyone else.

Duties
7. All reports, proclamations, news items, membership dues, contributions/donations, district and state meeting registration, etc. are handled through the County Association Chair. The County Association Chair shall keep complete records of all reports and business of the County Association.

Membership, Officers, Dues and Other Funds
8. The County Association Chair will compile a county list of TEEA members (TEEA Membership List - County Form on page 6-8), alphabetized by last names. (Clubs will send the Membership List for Clubs form to the County Association Chair by October 1.) By October 31, send three copies of the Membership List for Counties form to the District Director along with the county’s check for annual dues that is made payable to the TEEA, Inc. The county list will include every member's name and current mailing address (one list per county, alphabetized by last names).

10. Dues collected for new members who join throughout the year should be sent to the District Director in a timely manner. Names and addresses of new members can be added to membership lists when dues are paid. Clubs and counties should not send any money directly to the TEEA Treasurer. Funds collected (Dollars for Scholars, Coins for Friendship, membership dues, memorials, etc.) should be sent to the County Association Chair, who deposits the funds in the County Association account. The County Association Chair then forwards a County Association check or money order to the District Director. Use the Remittance to the District Director form (page 6-11) when sending funds. Do not send cash.

11. The County Association Chair will complete the TEEA List of Association Officers form for Counties (page 6-12) and send it to the District Director by October 1. Keep a copy for your files.

12. The County Association Chair compiles an annual list that includes the names of TEEA clubs and Club Presidents’ names and addresses (TEEA County Association List of Presidents and EINs - County form, page 6-13). The list should also include the EINs for each club and for the county association. Send two copies of this list to the District Director by October 31.

13. It is recommended that each County Association Chair maintain files, which include the previous four years’ financial records. Minutes are kept permanently.

14. The County Association Chair completes IRS form 990 if county association gross income exceeds $50,000 and submits it by May 15 to the IRS. If gross income is below $50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS (instructions on page 6-50). TEEA’s 501(c)(3) status (documentation on page 6-51) depends on meeting these IRS requirements at all levels of the organization annually. The web address is: www.irs.gov/app/ePostcard.

15. In case of the County Association dissolution, all monies and other assets must be transferred to another 501(c)(3) organization, such as adjoining County Association, another TEEA club in the county, or the county 4-H association.

**The TEEA Messenger**

16. The County Association Chair should encourage the Association and club reporters to send articles to *The TEEA Messenger* for publication by the designated dates (February 1, June 1, and October 1). For example, appoint the County Association Vice President or another County Association member to develop articles.

**County Monthly and Annual Reports (Educational Programs and Honor Roll of Counties)**

17. The County Association may conduct or collaborate with Extension on countywide educational projects of importance to the county, such as women’s forums, health fairs, and cancer awareness screenings. These extra activities are different from individual club activities. This educational outreach will be reported on the County Monthly Report. Doing so allows for additional Honor Roll of Counties hours. Honor Roll of Counties hours come from community service projects adopted by each club or county association in the name of TEEA. Volunteer work for other organizations (such as your church or hospital volunteer association) does not count as Honor Roll of Counties hours but can be counted for personal certified volunteer units (CVUs).

18. The **Education Program Award** at the State level is given to acknowledge those counties whose clubs have provided the best outreach on the State Education Recommended Programs. The **Honor Roll of Counties Recognition** at the State level is to recognize those counties that have made an outstanding contribution of time, energy and financial support to their communities in the name of TEEA. The County Association Chair will complete a County Association Monthly Report (pages 6-18 and 6-19) as necessary for County Association-sponsored educational events and will provide a copy to the county Extension agent - FCH. A copy will be retained for County Association records to aggregate into a County Annual Report (pages 6-20 and 6-21).
19. Each club will send a Club Annual Report (Educational Programs and Honor Roll of Counties) that has been aggregated from the club’s monthly reports. The County Association Chair will aggregate all Club Annual Reports into one County Annual Report (pages 6-20 and 6-21), adding in the County Association Monthly Report information. Make two copies and send one to the District Director by July 15. The county Extension agent - FCH will not need a copy of this County Annual Report since the Club Monthly Reports and County Monthly Reports were given to the agent throughout the year. Retain one copy for County Association records.

20. The County Association Chair may make a presentation to the County Judge and Commissioner’s Court of the dollar value of TEEA’s Education and Honor Roll of Counties work by presenting a “Big Check” or checks using the totals from the County Annual Report. A “fill-in-the-blank” check is located on the TEEA website.

**Awards and Recognitions**

21. The 20/25/30+-Year (in 5-year increments) Member award is designed to honor club members who have remained active in TEEA for the specified number of years. The Club President will determine if there are eligible members in the club and forward the 20/25/30+-Year Member Certificate form (located in Chapter 5). The County Association Chair will determine if club members in the county meet these criteria, based on the information submitted by the clubs, and forward the form(s) to the District Director by December 1. State dues must be paid in order to receive a certificate at the District Spring Conference. Keep and maintain a permanent file of those individuals who have been honored with this recognition.

22. The 20/25/30+-Year (in 5-year increments) Club Recognition award is designed to honor clubs whose members have remained active in TEEA for the specified number of years. If a club has remained active in TEEA for the specified number of years, the Club President will complete the TEEA Application for 20/25/30+ Year Club Recognition form (located in Chapter 5) and send it to the County Association Chair by November 1. The County Association Chair will determine if any club in the county qualifies for this recognition, based on the information submitted by the clubs, and forward the form(s) to the District Director by December 1. State dues must be paid in order to receive the certificate at the District Spring Conference. Keep and maintain a permanent file of those clubs that have been honored with this recognition.

23. The objective of the Texas Treasure Award is to pay special tribute to our grassroots members who have made a difference in their communities through their TEEA work. To receive this award, the person must be a current TEEA dues-paying member, must be a grassroots member nominated by his/her peers, and is not currently serving on the State Board of Directors. Clubs will submit their nominee to the County Association Chair by November 1, using the Texas Treasure Award form (located in Chapter 5). The County Association Chair will select one Texas Treasure Award recipient for the county, based on the forms submitted by the clubs, and forward the selected individual’s form to the District Director by December 1.

24. The Texas Leadership Award is to recognize an individual or team who has received leadership training; shown growth as a leader; built leadership skills in others; recruited TEEA members; participated in the District and State conferences; and partnered with Texas A&M AgriLife Extension Service in providing education at the community, club, county, district, and/or state level. The person(s) or team submitted for this award must be a TEEA dues-paying member(s). Clubs will submit their nominee to the County Association Chair by November 1, using the Texas Leadership Award form (received from Clubs). The County Association Chair will select one Texas Leadership Award recipient for the county, based on the forms submitted by the clubs, and forward the selected individual’s form to the District Director by December 1.

**TEEA Scholarships**

25. Coordinate information to 4-H members about the TEEA 4-H Scholarship ($1500 scholarships, 1 per District) with the county AgriLife Extension office. See Chapter 12 for all 4-H scholarship procedures.

26. Applicant qualifications and other information about the TEEA Adult Career Scholarship is located on page 6-23. The application form is located on pages 6-24 through 6-26. Completed applications must be submitted to the District Director by March 1.

10/18
27. Urge qualified applicants to apply for the TEEA Alumnae Scholarship. Applicant qualifications and other information about the TEEA Alumnae Scholarship is located on page 6-27. The application form is located on pages 6-28 and 6-29. Completed applications will be sent to the Alumnae Chair by March 1, with a copy to the TEEA President.

Other Responsibilities

28. Credential lists (Form A - ___________ County Delegates and Alternates, page 6-30) for county delegates to the District TEEA Conference and to the annual State TEEA Conference are signed by the County Association Chair and Election Secretary. Each county is allowed three delegates; two are elected, and one is the County Association Chair. This information is sent to the District Director immediately following their election. Check to see that all elected delegates to district and state meetings are current TEEA members and have been members for at least a year. Dues need to be paid by December 31st of the current TEEA calendar. Mail this form to your District Director 30 days prior to the District Spring Conference. County Delegate Credentials (Form A) for State Conference are due to the District Director July 1, along with State Registration.

29. The County Association Chair will complete the Cultural Arts Winners form for Counties (pages 6-36 and 6-37) and send to the District Director 30 days prior to the district contest.

30. While in office, the County Association Chair shall serve as a delegate to district and state meetings. It is recommended that the incoming County Association Chair attend the state TEEA meeting.

31. The County Association Chair from the host county may be invited to preside at the District Spring Conference in the emergency absence of the District Director and District Director-Elect.
### Form Management and Other Activities Tool - County Level

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Name of the Form</th>
<th>Other Activities</th>
<th>Due Date</th>
<th>To Whom</th>
<th>Date Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Chair</td>
<td>Remittance to District Director (page 6-11)</td>
<td>When sending funds</td>
<td></td>
<td>District Director</td>
<td></td>
</tr>
<tr>
<td>County Chair</td>
<td>New/Reorganized TEEA Club form (page 6-9)</td>
<td>When new club forms (Deadline is August 1)</td>
<td></td>
<td>TEEA Treasurer &amp; District Director</td>
<td></td>
</tr>
<tr>
<td>County Chair</td>
<td>____ County Association Monthly Report (pages 6-18 &amp; 6-19)</td>
<td>As necessary for County Association-sponsored events</td>
<td></td>
<td>County Extension agent - FCH</td>
<td></td>
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<tr>
<td>County Chair</td>
<td>Cultural Arts Winners - County Form (pages 6-36 &amp; 6-37)</td>
<td>30 days prior to District contest</td>
<td></td>
<td>District Director</td>
<td></td>
</tr>
<tr>
<td>County Chair</td>
<td>Form A - _____ County Delegates and Alternates (for district conferences) (page 6-30)</td>
<td>30 days prior to District Spring Conf.</td>
<td></td>
<td>District Director</td>
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<tr>
<td>County Chair</td>
<td>TEEA List of Association Officers – County Form (page 6-12)</td>
<td></td>
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<td>District Director</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>County Chair or Appointee</td>
<td><strong>The TEEA Messenger</strong> articles due for Issue III</td>
<td></td>
<td></td>
<td><strong>Messenger Editor</strong></td>
<td>Oct. 1</td>
</tr>
<tr>
<td>County Chair</td>
<td>TEEA Membership List – County Form (page 6-8)</td>
<td>Remit membership dues, payable to TEEA Inc. (page 6-11)</td>
<td></td>
<td>District Director</td>
<td>Oct. 31</td>
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<tr>
<td>County Chair</td>
<td>TEEA County Association List of Presidents and EINs – County Form (page 6-13)</td>
<td></td>
<td></td>
<td>District Director</td>
<td>Oct. 31</td>
</tr>
<tr>
<td>County Chair</td>
<td>TEEA Application for 20/25/30+-Year Member Certificate (received from Clubs)</td>
<td></td>
<td></td>
<td>District Director</td>
<td>Dec. 1</td>
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<tr>
<td>County Chair</td>
<td>TEEA Application for 20/25/30+-Year Club Recognition (received from Clubs)</td>
<td></td>
<td></td>
<td>District Director</td>
<td>Dec. 1</td>
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<tr>
<td>County Chair</td>
<td>Texas Treasure Award (received from Clubs)</td>
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<td>District Director</td>
<td>Dec. 1</td>
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<tr>
<td>County Chair</td>
<td>Texas Leadership Award (received from Clubs)</td>
<td></td>
<td></td>
<td>District Director</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>County Chair or Appointee</td>
<td><strong>The TEEA Messenger</strong> articles due for Issue I</td>
<td></td>
<td></td>
<td><strong>Messenger Editor</strong></td>
<td>Feb. 1</td>
</tr>
</tbody>
</table>

10/18
<table>
<thead>
<tr>
<th>Role</th>
<th>Task Description</th>
<th>Due Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Chair</td>
<td>TEEA 4-H Scholarship winner application and materials</td>
<td>March 1</td>
<td>District Director</td>
</tr>
<tr>
<td>County Chair</td>
<td>TEEA Adult Career Scholarship (pages 6-24 - 6-26)</td>
<td>March 1</td>
<td>District Director</td>
</tr>
<tr>
<td>Applicant</td>
<td>Alumnae Scholarship (pages 6-28 – 6-29)</td>
<td>Postmarked by April 1</td>
<td>Alumnae Chair/Copy to State President</td>
</tr>
<tr>
<td>County Chair</td>
<td>Coins for Friendship (sending funds) (page 6-11)</td>
<td>May 15</td>
<td>District Director</td>
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<tr>
<td>County Chair</td>
<td>Dollars for Scholars (sending funds) (page 6-11)</td>
<td>May 15</td>
<td>District Director</td>
</tr>
<tr>
<td>County Chair or Treasurer</td>
<td>990- N (e-postcard) or 990</td>
<td>May 15</td>
<td>IRS</td>
</tr>
<tr>
<td>County Chair or Appointee</td>
<td>The TEEA Messenger articles due for Issue II</td>
<td>June 1</td>
<td>Messenger Editor</td>
</tr>
<tr>
<td>County Chair</td>
<td>State Conference Registration and Form A - __ County Delegates and Alternates (for State Conference) (page 6-30)</td>
<td>July 1</td>
<td>District Director</td>
</tr>
<tr>
<td>County Chair</td>
<td>__ County Annual Report (pages 6-20 &amp; 6-21)</td>
<td>July 15</td>
<td>District Director</td>
</tr>
<tr>
<td>County Chair</td>
<td>New/Reorganized TEEA Club form (page 6-9)</td>
<td>August 1</td>
<td>TEEA Treasurer &amp; District Director</td>
</tr>
<tr>
<td>County Chair</td>
<td>TEEA Week Proclamation to Commissioners Court</td>
<td>Sept. 1</td>
<td>with County Extension agent - FCH</td>
</tr>
<tr>
<td>County Chair/Treasurer</td>
<td>Annual Review of TEEA County Funds (page 6-45)</td>
<td>Annually</td>
<td>County Chair and membership</td>
</tr>
<tr>
<td>County Chair/Treasurer</td>
<td>County Name Badge Order (if needed)</td>
<td>As needed</td>
<td>Name Badge Chair</td>
</tr>
</tbody>
</table>

10/18
## TEEA Membership List – County Form

District: __________________  County: __________________  Total Members: __________  Date: __________________

County Association Chair: **Print or type** information below. Make one list of all members per county. **Alphabetize** by last name. **Check NEW** if a new member. Send four copies along with the dues to **District Director** by **October 31**. District Director keeps one copy and forwards one copy to TEEA President and one copy to TEEA Treasurer with the check payable to TEEA, Inc., and one copy to the TEEA Messenger Editor. Use only this form anytime you send in dues. Keep original for county records.

<table>
<thead>
<tr>
<th>New</th>
<th>Name (last name, first name)</th>
<th>Complete address</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
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</tbody>
</table>
New/Reorganized TEEA Club

Please circle one:  New  Reorganized

Recruitment of new members is vital to the future of our organization. Names of new clubs formed within the past 12 months and turned in by August 1 will be recognized at the Annual State Conference, along with the club or individual instrumental in the formation of that club. **Dues must be paid at the time the club is formed.**

District __________________________________________

County __________________________________________

Name of new club __________________________________

Date new club formed _________________________________

New club was organized by:

Individual _________________________________________

Club _______________________________________________

Give details of how members were recruited for the new club:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

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_________________________________________________________________________________________

Please list only one club per form.

The County Association Chair completes and sends this form to the TEEA President anytime a new club is formed, with a copy to the District Director.

11/09
Financial Management Procedures

Instructions for Writing Checks

<table>
<thead>
<tr>
<th>Name of Club/District</th>
<th>Check Number</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>123456</td>
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</tbody>
</table>

Pay to the Order of: **TEEA, Inc.** $_________________________ (print the amount)

_________________________ Dollars (write out the number)

Name of Bank

((reason for writing the check) ____________________________ Signature)

Membership

Clubs send their checks to the County Association Chair with the checks made out to the County Association. The County Chair makes one check to “TEEA, Inc.” and sends it with the membership list (2 copies) to the District Director.

Name Badges

Since the Clubs and/or County Associations must order member name badges to comply with the state sales tax exemption laws, all name badge orders must include a check from the Club or County Association to TEEA, Inc. Send the name badge order and check to the Name Badge Chair. Once the Name Badge Chair collects all the checks and prepares her order form, she sends all of the checks to the TEEA Treasurer and sends the order forms to the company supplying the name badges. Name badges may also be ordered by individuals during the State Conference, which is a tax-exempt event. Name badges ordered during the year by an individual will require that sales tax be paid.

Remittance Form

Any money sent to the TEEA Treasurer must be accompanied by the Remittance to District Director form (located on the following page). Make copies of all remittance forms sent. **Do not send cash! Use one remittance form per check.**

If a check is made for several items, one remittance form is used, with the amount shown for each category listed on the remittance form: Coins for Friendship, Dollars for Scholars, dues, memorials, or TEEA sales. Specify under the “Other” category any remaining amount included in the check total.

Label each check that is sent with the words: “for deposit only” written on the back, but don’t write so large that there is not enough room for our bank stamp.

Please handle all money carefully and keep records. All bank accounts, CDs, and other financial assets require two authorized signatures. All TEEA money should be deposited into a bank account.

Financial transactions that go through the county office must be in sealed envelopes, whether check or cash. The County Association Secretary may keep a TEEA file for such transactions. No cash is to be kept in the county Extension office or by the county Extension agent - Family and Consumer Sciences.

The County Association Chair completes IRS form 990 if county association gross income exceeds $50,000 and submits it by May 15 to the IRS. If gross income is below $50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS. **TEEA’s 501(c)(3) status depends on meeting these IRS requirements at all levels of the organization annually.**
Remittance to District Director

Date _____________________________________________________________

Name __________________________________________________________

County _________________________________________________________

Total Amount Remitted ___________________________________________

Check Number ___________________________________________________

For ______________________________________________________________

State Dues _______________________________________________________

Coins for Friendship ______________________________________________

Dollars for Scholars _______________________________________________

State Conference Registration _______________________________________

Memorials _________________________________________________________

TEEA Sales (list items separately) ____________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Other

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

County Association Chair: Please use this form any time your county sends a check or money order to the District Director. **Do not send cash.** Retain a copy for your records.
**TEEA List of Association Officers - County Form**

<table>
<thead>
<tr>
<th>Office Held</th>
<th>Name</th>
<th>Mailing Address</th>
<th>Phone Number &amp; E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
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<tr>
<td>Vice Chair</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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<td>Reporter</td>
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</tbody>
</table>

1. County Association Chair, print or type information of association officers. Keep a copy for your files.
2. Send 4 copies of this form to your District Director by **October 1**. District Director forwards 1 copy of each county form to the TEEA President, 1 copy to the TEEA First Vice President for Leadership, and 1 copy to the TEEA Treasurer by **November 15**.
### TEEA County Association List of Presidents and EINs - County Form

1. County Association Chair, print or type information of all clubs and county association, one list per county.
2. List all Employee Identification Numbers (EIN) of clubs, county association, club and county name, Association Chair, Club Presidents and their addresses.
3. If a club is no longer active, list the EIN and the last valid address provided to the IRS; then write “INACTIVE” beneath the address.
4. Send three (3) copies to the District Director by **October 31**. The District Director will keep 1 copy and forward 1 copy to the TEEA President and 1 copy to the TEEA Treasurer by November 15.

<table>
<thead>
<tr>
<th>District</th>
<th>County</th>
<th>Date</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>EIN #</th>
<th>County Association</th>
<th>Chair’s Name</th>
<th>Chair’s Address</th>
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<tr>
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<table>
<thead>
<tr>
<th>EIN #</th>
<th>Club Name</th>
<th>President’s Name</th>
<th>President’s Address</th>
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Duties, Responsibilities, and Forms for County Association Officers
County Association Education and Community Service
Honor Roll of Counties

The County Association may conduct or collaborate on countywide educational projects of importance to the county, such as women’s forums, diabetes management, and cancer awareness screenings. This educational outreach will be reported on the County Monthly Report. Doing so allows for additional Honor Roll of Counties hours.

Community service is an important part of TEEA work. Honor Roll of Counties hours come from community service projects adopted by each club or county association in the name of TEEA. Volunteer work for other organizations (such as your church or hospital volunteer association) does not count as Honor Roll of Counties hours but can be counted for personal certified volunteer units (CVUs). (See pages 12-2 and 12-3 for CVU information.)

**Honor Roll of Counties Volunteer Hours include:**

- Volunteer community service by TEEA members on **TEEA-adopted projects (Club or County approved)**
- Volunteer hours in **actual TEEA volunteer work** (not individual, church, or senior center volunteering)
- Travel time to District Trainings and Conferences, State Board Meetings, and the State Conference. Mileage is counted at $.14/per mile. Travel time to local club and county meetings is counted.

If another organization is reporting your volunteer hours, or if you are recognized through awards by another organization, then those volunteer hours can’t be reported as TEEA Honor Roll of Counties Hours. When another organization co-sponsors an event with TEEA, then hours on that event, including planning, can count for TEEA Honor Roll of Counties Hours. All volunteering with AgriLife Extension counts because there is a formal partnership between TEEA and AgriLife Extension.

**Why is volunteer time counted at $24.69 per hour?**

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2016 based on Bureau of Labor Statistics wage data ([http://www.independentsector.org/programs/research/volunteer_time.html](http://www.independentsector.org/programs/research/volunteer_time.html)).
- Texas A&M AgriLife Extension Service adopted the current Independent Sector rate for all volunteer programs in 2011.
- TEEA adopted the current Independent Sector rate in 2011.

**Certified Volunteer Units - CVUs**

- Certified Volunteer Units, or CVUs, are an opportunity for TEEA members to keep track of ALL the time (including TEEA volunteer time) they spend volunteering:
  - Volunteer service by a TEEA member on TEEA-adopted projects (Honor Roll of County Hours)
  - Volunteer service by TEEA members on individual volunteer efforts such as church, scouts, senior center volunteering. Travel is counted for CVUs.
- CVUs are an individual’s volunteer record kept by the individual for individual recognition volunteer community service by TEEA members on TEEA-adopted projects

**What counts for Honor Roll of Counties - TEEA Club Work, Educational Outreach, and Community Service Projects**

- Volunteer hours for TEEA work:
  - TEEA club and county meetings, trainings, district and state trainings and conferences, media outreach, membership drives, and fundraising projects to support TEEA activities
  - 4-H and Extension Support - judging Texas 4-H Recordbooks as a TEEA member, being a member of the Leadership Advisory Board or Family & Consumer Sciences committee as a TEEA representative, training by Extension, interpretation to elected officials as a TEEA partner with Extension, and fundraising projects to support any part of Texas A&M AgriLife Extension Service. All work with Extension counts for Honor Roll of County Hours since there is a formal partnership between the two organizations.
• Volunteer community service by TEEA members on TEEA-adopted projects. Clubs and counties adopt projects each year to provide service and outreach in the community. Volunteer hours for TEEA work:
  o Community service activities, projects, and fundraisers adopted by TEEA
    ▪ Collaborations with other organizations (county fair, American Heart Association, local fire department, nursing home visitation, library, school project, etc.)
  o Mileage, materials, and cash donated for TEEA, 4-H and Extension, and community service
    ▪ Meals provided, raffle or door prizes donated, items made
  o Scholarships
    ▪ 4-H, adult, and other financial support for individual youth education

• Dollars for Scholars
• Coins for Friendship

Think about your county’s goals for community service: What do you want to accomplish? What community efforts truly need your support? What projects could attract new members because these individuals value the things that TEEA supports - home, family, and community? While each community may differ in some ways, there are many common needs where TEEA community work can make a difference. Your county will need to consider your own community to determine what community service opportunities to adopt for Honor Roll of Counties. Some suggested activities are given below:

• Adopt Habitat for Humanity families - provide each with a new set of cookware.
• Conduct a sewing class to teach this life skill to adults or youth. The place this class is conducted does not matter as long as the class is open to the community. Learning quilting has been shown to improve math performance in youth.
• Conduct food preparation classes for low-income women as part of Extension’s Better Living for Texan’s (BLT) outreach.
• Adopt your local volunteer fire department - make a quilt and raffle it to donate money for support.
• Develop a meal delivery program to homes of older adults - co-sponsor with a senior center.

Other Community Service examples related to TEEA’s goal areas:

3. Citizenship – Legislative
   A. Meet the candidates forum
   B. Voter registration
   C. Legislative contacts with visits and letters
   D. Trips to Austin for legislative involvement or educational enrichment
   E. Public policy education

2. Natural Resources and the Environment
   A. Clean-up campaigns
   B. Beautification, tree planting, etc.
   C. Water quality and conservation
   D. Promoting Extension’s Junior Master Gardener (JMG) in elementary schools
   A. Early Literacy - Fathers/Families Reading Every Day (FRED)
   B. Financial literacy education; wills and estate planning
   C. Intergenerational Programs with 4-H at senior citizen’s centers
   D. Safe Home Environments - Fall Prevention in the Home
   E. Child Care – assist with after-school program, youth education on self-care.

4. Health – Safety
   A. Child safety seat inspection and seat belt education
   B. Family health history documentation
   C. Smoke alarm and fire educational programs
   D. Promote health, fitness, and nutrition
   E. Chronic Disease Prevention: cancer screenings including mammography and self-breast exam, Pap smears, colorectal screenings; Do Well Be Well with Diabetes; Walk Across Texas; blood pressure and cholesterol screening; childhood obesity prevention; Master Wellness Volunteer.

5. International Understanding - Cultural Arts
   A. Museum and art center assistance
   B. Establishing historical markers
   C. Cleaning up cemeteries
   D. International pen pals
   E. International guest speakers
   F. Sponsor a family or child in a developing country

6. Leadership – Membership
   A. Conduct leadership seminar
   B. Take leadership role in community issue or projects
   C. Recruit new members
TEEA Education and Honor Roll of Counties Reports:
Monthly and Annual

Why are monthly and annual reports important?

- Records the benefits of TEEA to the county and to Texas as a 501(c)(3) educational organization
- Presenting “Big Checks” with dollar value of TEEA education and service to the county shows contributions of TEEA locally. This also brings recognition to TEEA and may attract new members.
- Shows scope and reach of educational programs
- Shows support to 4-H and Extension
- Shows scope and depth of community service
- Reporting monthly educational volunteer outreach helps AgriLife Extension document the results of their work with TEEA to the County Commissioner’s Court and the State of Texas.

County Monthly Report

- How is this different from the Club Monthly Report?
  - The County Monthly Report is used to record Education contacts and Honor Roll of Counties hours when the Association is the sponsor, like for a County Woman’s Forum.
  - This report is NOT a consolidation of Club Monthly Reports.
  - This report shows how TEEA is reaching others at the county level.
- Club Monthly Reports are consolidated by the Club President on the Club Annual Report.
- Club Annual and County Monthly Reports are consolidated by the County Chair on the County Annual Report. Big Checks can be created to present to the Commissioner’s Court!
- Doing your report well, gives your county an opportunity to compete for the outstanding county, which each District Director selects as she reviews all County Annual Reports from her district.

What counts for educational programs on the Monthly and Annual Reports?

- State-recommended programs that the Association presents for community-wide participation
- Educational programs for Association meetings by guest speakers or TEEA members
- Educational tours by and for the TEEA County Association
- Education in cooperation with Extension related to TEEA’s core educational areas: family life and family resources (housing, clothing, money), health and safety, natural resources and the environment, membership and leadership, and cultural arts
- Education by TEEA members trained by Extension as Master Wellness Volunteers, Master Gardeners, Master Naturalists, Master of Memory teachers or for other Extension educational outreach like Better Living for Texans or teaching 4-H or other youth to sew, or prepare food.

These are “2 for” opportunities to expand TEEA’s educational reach in the community with Texas A&M AgriLife Extension Service
The County Chair completes a monthly report as necessary for County Association-sponsored educational events and provides a copy to the county Extension agent - FCH. This report **is not a summary of club monthly reports**. A copy will be retained for County Association records to aggregate into a County Association Annual Report.

### PROGRAMS

<table>
<thead>
<tr>
<th>Program Titles</th>
<th>Number Presented by Club Member</th>
<th>Number Presented by Guest Speaker</th>
<th>Number of TEEA attendees</th>
<th>Number of Non-TEEA attendees</th>
<th>Total Number Reached</th>
<th>Materials for Program (dollars)</th>
<th>Program Planning (hours)</th>
<th>Program Length (hours)</th>
<th>Time Value (hours x $24.69 =)</th>
<th>Total Donated</th>
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<td>Country Roads</td>
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### Total from Attendance at TEEA Monthly Meeting and non-TEEA Presentations (F = Female; M = Male)

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<thead>
<tr>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>American Indian</th>
<th>Asian/Pac. Islander</th>
<th>Total</th>
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### Number of newspaper notices or articles about club meetings/programs:

<table>
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<tr>
<th>Scholarship Amount</th>
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</table>

### Donations of time or money made by or in the name of the county to support other individuals or groups, including community and FCS projects. *The IRS allows ONLY $0.14 per mile for volunteer mileage.*

<table>
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<td><strong>Total Donated:</strong></td>
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</table>

Total Program Dollars + Total Honor Roll of Counties Dollars = Total Value Donated for Month of ________

10/18
Optional Monthly Program Highlight

Give a program highlight describing special accomplishments.

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### County Annual Report, 2018-2019
#### Educational Programs, TEEA Volunteer Hours, and Scholarships

The County Chair aggregates all Club Annual Reports and County Association Monthly Reports into one County Annual Report. The County Annual Report is due to the District Director by July 15.

#### Programs

<table>
<thead>
<tr>
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### Total Program Dollars

$$
\text{Total Honor Roll of Counties Dollars} = \text{Total Program Dollars} + \text{Total Honor Roll of Counties Dollars} = \text{Total Value Donated for Year 2018-2019}
$$
Annual Program Highlights

Give a program highlight describing special accomplishments.

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Coins for Friendship

Coins for Friendship charitable contributions are used for a special project at the State 4-H Center. Club members donate/contribute coins (and dollars) at their meetings.
Funds from clubs should be sent to the County Association Chair by May 1.
County funds should be sent to the District Director by May 15.
District Directors forward fund to the TEEA Treasurer by June 1.

Dollars for Scholars

The Dollars for Scholars program began in 2008 to supplement funds for our state scholarship programs. With the declining membership, additional dollars have been needed to fund $18,000 for 12 District 4-H Scholarships ($1,500 per District).
Funds collected throughout the club year should be sent from the clubs to the County Association Chair by May 1.
The County Association Chair should send the funds to the District Director by May 15.
District Directors forward fund to the TEEA Treasurer by June 1.
TEEA Adult Career Scholarships

Two Adult Career scholarships were established in 1983 to be awarded annually, beginning in 1984. A third scholarship was established in 1986. A fourth scholarship was established in 1990. A fifth scholarship was established in 1991 and awarded in 1992. The five scholarships were named for past Texas Extension Education Association, Inc. Presidents. However, due to lack of funds in 1997, only two scholarships were given. At present, the two scholarships are named for the past two TEEA Presidents: Millie Barrow and Julia Moseley. The amounts of the scholarships are reviewed each year by the Finance Committee.

Upon completion of a TEEA President’s term of office, that TEEA President’s name will be added as the name of the second Adult Career Scholarship, shifting the other TEEA Presidents’ names up, eliminating the top name, and keeping the last two former TEEA Presidents’ names as names of Adult Career Scholarships.

Funds for these scholarships are included in the annual TEEA budget. However, contributions to the Adult Career Scholarship Fund are an excellent way in which to honor friends and loved ones through donations and memorials.

General Information

1. The applicant must be an active member of TEEA (minimum of 2 full years).

2. The applicant must have reached her 25th birthday by the time the application is turned in to the District Director. The applicant will complete The Adult Career Scholarship Application (page 6-24) and the Resume for Adult Career Scholarship Application (pages 6-25 and 6-26). These forms must be submitted to the District Director by March 1.

3. Each district may have only one entry. The District Director will appoint judges to select one entry for competition at the state level.

4. The district’s winning adult scholarship entry will be given to the State Board Representative at the District Spring Conference. She will deliver it to the Chair of the TEEA Adult Career Scholarship Committee at the Spring Board Meeting, where they are judged.

5. The TEEA President shall appoint a committee annually to award TEEA Adult Career Scholarships.

6. The committee will judge the districts’ winners entries at the Spring Board Meeting.

7. Two Adult Career Scholarship winners and two alternates will be announced during the Spring Board Meeting.

8. The winners will complete the TEEA Scholarship Personal Information form enclosed in a letter from the TEEA President. This form will be returned by July 15 to the TEEA Treasurer, providing information about the institution to which the scholarship will be sent. At that time, the check will be mailed directly to the school. No money will go directly to the scholarship winner.
TEEA Adult Career Scholarship Application

Name: ____________________________________________________________

Age: ________________

Address: __________________________________________________________

________________________________________________________________________

Institution Attending____________________________________________________

Institution Address and contact phone number________________________________

________________________________________________________________________

Email Address: _________________________________________________________

County: ________________________________________________________________

District: ________________________________________________________________

Phone Number: __________________________________________________________

Due: County Association Chair will submit to District Director by March 1

District Director will submit the winning applicant’s papers to the Adult Career Scholarship Committee Chair at the Spring Board Meeting

10/18
Resume for TEEA Adult Career Scholarship Application

I. Personal Information

A. Marital Status
   1. Single ( )
   2. Married ( )
   3. Widowed ( )
   4. Divorced ( )

B. Spouse’s Occupation: ________________________________________________

C. Number of Dependents: ______________________________________________

D. Special Activities and Hobbies: _________________________________________
   ________________________________________________________________
   ________________________________________________________________
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E. TEEA Club Background: (Must include number of years in TEEA club)
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10/18
II. Education: 

III. Work Experience and/or Volunteer Activities: 

IV. School to Be Attending: 
Courses to Be Taken: 
Estimated Cost: 
Estimated Time of Completion: 

V. References: A letter of reference from each of the following should be attached to this form:
A. TEEA Club or County Officer
B. Professional
C. Personal (not a member of family)

VI. Narrative: Attach a separate page. The narrative should be approximately 200 words. Include why you want this scholarship, your financial need of the scholarship, how this scholarship will help you, and the opportunities available upon completion.

Score Card

Applicants Need 15 points
TEEA Background 15 points
References 15 points
Narrative 25 points
Potential for use of study 30 points

10/18

Duties, Responsibilities, and Forms for County Association Officers 6-26
In 1995, one Alumnae Young Adult Scholarship was established by the TEEA Alumnae Committee. It has been awarded annually since 1996. The initial scholarship was $500.00. In 2003, the TEEA Board voted to name two scholarships: the Jane Leathers and the Ruth Taylor Young Adult Scholarships. In 2011, the TEEA Board voted to add two additional scholarships in the names of Dr. Bonnie McGee and Dr. Judy Warren. In 2014, the scholarship was renamed TEEA Alumnae Scholarship. Any additional scholarships will be named for the immediate past TEEA President.

The number of scholarships and the amount are dependent on availability of funds. Funds for the scholarship are raised by donations, memorials, and fundraisers by members of the Alumnae Committee. Anyone may contribute to this scholarship fund.

A promotional handout about this scholarship is on the following page.

General Information
1. The applicant must be a former 4-H member or the son/daughter, grand or great grandchildren of a current TEEA member.
2. The applicant must be between the ages of 19 and 24 at the time of application.
3. Applications will be available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is located on pages 6-28 and 6-29, and 12-19 and 12-20, and on the TEEA website. Applications will also be sent to selected Texas colleges and universities. Any TEEA member or Extension agent can make the application available to anyone interested in applying for this scholarship.
4. Completed applications will be sent directly to the State Alumnae Committee Chair and must be postmarked by April 1, with a copy to the TEEA President.
5. Applications will be judged at the TEEA Spring Board Meeting.
6. Applications will be acknowledged and the winner notified by the Alumnae Chair immediately after judging is completed. The TEEA Scholarship Personal Information Form (page 12-10) will be sent to the winner. The form is to be completed and returned - one copy to the TEEA President and one copy to the TEEA Treasurer - to designate the institution to which scholarship funds will be sent.
7. The applicant must remain a full-time student, or the amount will be returned to TEEA.
8. The scholarship(s) may be applied for use at the beginning of the school semester and used as needed.
TEEA Alumnae Scholarship Application

An TEEA Alumnae Scholarship with a minimum of $500 will be awarded by the Texas Extension Education Association, Inc. The number of scholarships and the amount may be increased depending on availability of funds.

Submit an application to the TEEA Alumnae Chair, with a copy to the TEEA President, postmarked by April 1:

Grace Glaze, TEEA Alumnae Chair
2835 CR 385 Road
El Campo, TX 77437
Phone: 979-543-4168
Email: graceglaze38@yahoo.com

Nyanza Price, TEEA President
29468 FM 831
Oakwood, TX 75855

The criteria for this scholarship are:

1. Must be between the ages of 19 (by Sept. 1 of current year) and 24.
2. Must be a former 4-H member: Your County ____________ Years in 4-H ______________ or the son/daughter/grand or great grandchild of a current TEEA member.
   The TEEA member’s name and Your relationship: __________________________
3. Have you received this scholarship before? No ___ Yes ___ When? ______________________

Name ____________________________ Student ID# ____________
   (Last) ____________ (First) ____________ (Middle) ____________
Mailing Address ____________________________ Street/P.O. Box ____________________________
   City, State, Zip ____________________________
Telephone Number ____________________________

Texas A&M AgriLife Extension District (circle)
   □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9 □ 10 □ 11 □ 12

Email ____________________________

Date of Birth ____________________________ Age ____________________________

High School attended ____________________________ Year graduated ____________________________

Colleges/schools attended ____________________________

Present college/university/school ____________________________
   ____________________________ Major ____________________________ Minor ____________________________

Please list your activities, honors, club memberships, etc.

College ____________________________
   ____________________________
   ____________________________

Church ____________________________

Other ____________________________

10/18
Estimated graduation date

Plans upon graduation:

Volunteer work (present)

College/school

Church

Community/other

Financial Status

List scholarships you are receiving (names, amounts and time period)

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<th>Per semester</th>
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</table>

Parental support

Spousal support/resources

Other support

Work experience

Part time employment during school year

Type of work

Summer-time employment

Type of work

Please furnish the following:

1. References: a letter of recommendation from each of the following:
   A. Advisor/Professional
   B. Personal (not a family member)

2. Narrative: Attach a separate page. The narrative should be approximately 250 words. Include why you want/need this scholarship and your personal plans upon graduation.

3. An official or unofficial transcript of your college/school grades (attach to the scholarship application).

4. Proof of Enrollment

Score Card:

A final decision will be made by TEEA Alumnae Scholarship Committee:

<table>
<thead>
<tr>
<th>Criteria</th>
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<tbody>
<tr>
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<td>Narrative</td>
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<td>Potential for use of major</td>
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<td>Neatness and Grammar</td>
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<td>Total</td>
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</table>

10/18
Form A – ________________ County Delegates and Alternates

To: County Association Chair

1. Complete this form after your county has elected delegates and alternates, and mail it to your District Director 30 days prior to the District Spring Conference. County Delegate Credentials (Form A) for State Conference are due July 1 to the District Director, along with State Registration.

2. This form must be signed by the County Association Chair and the Election Secretary.

3. Please check below if these are District Spring Conference delegates or State Conference delegates.

Check One: District Spring Conference Delegates __________

TEEA State Conference Delegates __________

Delegates’ Names: Address: Club:

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

Alternates’ Names: Address: Club:

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

Date of Election: ____________________________

Signature of County Association Chair: ______________________________________

Signature of Election Secretary ____________________________________________

10/15

Duties, Responsibilities, and Forms for County Association Officers 6-30
Cultural Arts Exhibit and Competition

Objectives

- To establish a broader understanding and awareness of the arts.
- To create expressions and to expand artistic abilities to the club members and others.
- To envision individual growth, inspiration, and enrichment through participation in varied “Forms of Art.”

Texas Cultural Arts Exhibit Categories

1. Afghans, Tablecloths, Bedspreads, Blankets, and Throws – knitted, crocheted, and weaving
2. Ceramics, China, Porcelain, and Pottery
3. Craft Painting – tole and decorative, stenciling – may include wood, metal, glass, fabric, and gourds
4. Decorated Garments – purchased or handmade – embellished or decorated with fabric, ribbon, trim, stones, and/or lace (clothing and accessories)
5. Fabric Creations – (must be made of fabric) – may include dolls, animals, baskets, pillows, braided rugs, door stops, crocheted rag rugs, etc.
6. Fiber Arts – crocheting, knitting, tatting, macramé, and spinning – may include clothing, doilies, scarfs, and other small items
7. Garments and Accessories Handmade – sewing
8. Handstitchery – needlepoint, crewel, embroidery, candlewicking, smocking, and counted cross stitch
9. Machine Embroidery
10. Holiday Decoration – any holiday, any medium
11. Jewelry – may include beads, clay, paper, shells, stones, watercolor, and wood
12. Painting and Drawing – watercolor, oils, pastels, and charcoal
13. Paper – may include note cards and pages
14. Traditional Scrapbooks (handmade)
15. Digitally Produced Scrapbooks (Computer – Shutterfly, Creative Memories, etc.)
16. Photography – photo paper – black and white
17. Photography – photo paper – color
18. Photography – any other medium (canvas, glass, wood and fiber) (No larger than 16 x 20)
19. Quilts – smaller than 50 x 70 – Hand Quilted
20. Quilts – larger than 50 x 70 – Hand Quilted
21. Quilts – smaller than 50 x 70 – Machine Quilted
22. Quilts – larger than 50 x 70 – Machine Quilted
23. Quilts Twin Size or larger – Hand or Machine Quilted – constructed and quilted by two or more members
24. Recycled Items – any medium
25 A. Wall Hanging – not Quilted
25 B. Wall Hanging – Quilted
26. Miscellaneous (items that do not fit any previous category)
Rules – Cultural Arts Exhibit

1. Only Texas Extension Education Association members are eligible to enter the exhibit categories. TEEA members are those who have paid state dues in a timely manner. **Dues must be paid before entering on any level.**

2. **Kits will be allowed.**

3. Only one item per person may be entered in each category. If it is a set – limited to 4 pieces (Example: Jewelry – ring, bracelet, necklace, earrings)

4. Each county will hold its own elimination and may send the first and second place winners in each category to district competition.

5. Each district may enter only the first place winner in each category for state competition.

6. Each article must be the work of the TEEA member or members, if applicable, displaying the work, **said work completed during the past year.**

7. Type or print the description of each article on the TEEA Cultural Arts Form (sample form on page 6-34; forms for duplication on page 6-35), and attach the form to article. Entries will not be accepted unless this information is already attached at the time the item is checked in for competition. The County Association Chair and the District Director must sign this form.

8. For State competition, District Directors should send a list of Cultural Arts District Winners to the Host District Cultural Arts Exhibit Chair following district competition.

9. Each winner is responsible for getting exhibits to and from the state conference site.

10. Each article must be judged at the state level in the same category it was judged at the county and district levels.

11. Judges will judge entries in each category and award a first and a second place ribbon. If the judges should decide that no entry deserves a ribbon, they have the option to award no ribbons.

12. Entries will be exhibited by category.

13. Hostesses will be on duty at all times.

14. Each entry must be judged at the state level in the same category it was judged at the county and district levels.

15. Judges will consider the criteria on the Cultural Arts Judging Score Card on page 6-33.

16. The County Association Chair will complete the Cultural Arts Winners form for Counties (pages 6-36 and 6-37) and send to the District Director 30 days prior to the District contest.
Cultural Arts Judging Score Card

Criteria for Categories 2, 3, 12: Ceramics, China, Porcelain, Pottery, Craft Painting, Painting & Drawing

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execution</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>Artistic Appeal</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>Technique</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>

Criteria for Categories 10, 11, 25A: Holiday Decoration, Jewelry, Wall Hangings – Not Quilted

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>Workmanship</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>Artistic Appeal</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>

Criteria for Categories 1, 6, 8, 9: Afghans, Tablecloths, Throws, Crocheting, Knitting, Crewel, Needlepoint, Fiber Arts, Hand Stitchery, Machine Embroidery

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workmanship</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>(Evenness of all stitches and ends concealed, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Harmony</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>Design</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td>(Difficulty of task)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>

Criteria for Categories 4, 5, 7: Decorated Garments, Fabric Creations, Handmade Garments

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>Appearance</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>Technique</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td>(Seams straight, neatness, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>

Criteria for Categories 13, 14, 15, 16, 17, 18: Paper, Traditional & Digitally Produced Scrapbookings, All Photography

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>(How pictures are put in and color coordination)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>(Explanation of picture, finish; matting, or edging)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neatness</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>

Criteria for Categories All Quilts 19, 20, 21, 22, 23, 25B-Wall Hangings-Quilted

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workmanship</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>(Corners meet, straight even stitches, no puckers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Harmony</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>(Eye appeal, color palettes to match)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>

Criteria for Categories 24, 26: Recycled Items, Miscellaneous

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality</td>
<td>12</td>
<td>_____</td>
</tr>
<tr>
<td>Technique</td>
<td>10</td>
<td>_____</td>
</tr>
<tr>
<td>(How well it is done)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Execution</td>
<td>8</td>
<td>_____</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>_____</td>
</tr>
</tbody>
</table>
This form must be attached to each item entered in the Cultural Arts Contest. It must contain the following information. Please print or type.

Category No. _____  Category Name ________________________________

Item & Description ________________________________________________

(Fold under on dotted line.)

Name of Exhibitor ________________________________________________

Mailing Address – Street __________________________________________

City __________________________  Zip Code __________________________

Signatures: ______________________________________________________

County Association Chair: ________________________________

District Director: ________________________________________________

County __________________________  District ________________________

Items without this form attached at the time of entry will not be accepted for judging. Fold the form on the dotted line so only the category, item, and description can be seen.

The same form must be attached at all levels of competition. The County Association Chair will sign the form certifying that the item won at the county level and will be the same item entered at the district level. The District Director will sign the form certifying that the item won at the district level and will be the same item entered at the state level.

The next page has multiple forms, which are provided for duplication purposes.
### TEEA Cultural Arts Forms for Duplication

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Category Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item &amp; Description</td>
</tr>
<tr>
<td></td>
<td>(Fold under on dotted line.)</td>
</tr>
</tbody>
</table>

Name of Exhibitor

Mailing Address – Street

City ___________________________ Zip Code ___________________________

Signatures: __________________________________________________________

County Association Chair: ____________________________________________

District Director: _________________________________________________

County ___________________________ District _________________________

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Category Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item &amp; Description</td>
</tr>
<tr>
<td></td>
<td>(Fold under on dotted line.)</td>
</tr>
</tbody>
</table>

Name of Exhibitor

Mailing Address – Street

City ___________________________ Zip Code ___________________________

Signatures: __________________________________________________________

County Association Chair: ____________________________________________

District Director: _________________________________________________

County ___________________________ District _________________________
## Cultural Arts Winners – County Form

County Association Chair sends completed forms (2 pages) with first and second place winners to the District Director 30 days prior to District contest.

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Winner's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Afghans, Tablecloths, Blankets, Bedspreads, and Throws</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>2. Ceramics, China, Porcelain, and Pottery</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>4. Decorated Garments</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>5. Fabric Creations</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>6. Fiber Arts</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>2.</td>
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<td>2.</td>
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<td>2.</td>
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<td>2.</td>
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<td>2.</td>
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<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>12. Painting and Drawing</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
</tr>
</tbody>
</table>
## Cultural Arts Winners – County Form

<table>
<thead>
<tr>
<th>County:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Item 1</th>
<th>Item 2</th>
<th>Item 3</th>
<th>Item 4</th>
<th>Winner’s Name</th>
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</thead>
<tbody>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Scrapbooks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digitally Produced Scrapbooks (Computer)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography – Photo Paper - black and white</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography – Photo Paper - color</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography – any other medium (no larger than 16 x 20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quilts - smaller than 50 x 70 - hand quilted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quilts - larger than 50 x 70 - hand quilted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quilts - smaller than 50 x 70 - machine quilted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quilts - larger than 50 x 70 - machine quilted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quilts – Twin size or larger - hand or machine quilted – constructed or quilted by 2 or more members</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycled Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Hangings – Not Quilted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Hangings – Quilted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Publicity and Public Relations

There is more to communicating about TEEA than announcing club meetings and events. Every club member is in “public relations.” The activities of your club and what members say about those activities creates the image of TEEA in your community. Showcasing the difference TEEA makes in the community and in the lives of its members helps attract new members, too.

TEEA members have a story to tell. What is it? What are the most important things others should know about your club or its activities? What are some interesting or unique things about your group or its activities? How often do you make the opportunity to get these points across?

Keep these ideas in mind as you go about seeking publicity and creating a positive public image for your club. All publicity should emphasize the educational values and benefits of TEEA. Always plan your publicity in advance, and try to use more than one method for communicating about events. Here are some publicity outlets to consider.

Newspapers

*News Stories – Guidelines for Writing News Releases:*

1. There are two kinds of stories you can write about meetings or important events – advance stories to announce the event, and follow-up stories to tell what happened.
3. Start your advance story with the **purpose** of the meeting or activity; begin the follow-up story with the **most important happening**.
4. Build with important details at the top, and leave the least important details for last. Keep sentences short, preferably under 20 words and paragraphs under 60 words. Use simple language; avoid big words.
5. Practice the ABCs of news writing: **Be Accurate – Be Brief – Be Clear**.
6. Always type the news release on plain white paper. It should be double-spaced.
7. In the upper left-hand corner of the first page, put the following (this should be single-spaced).
   
   **Contact:**
   
   Your Name
   The Name of Your Club
   Street and City Address
   Your Phone Number

8. In the upper right-hand corner, put the date and “For Immediate Release.”
9. If the news release has more than one page, put your club name and the page number on each page. Put #### at the end of the article (#### is a newspaper symbol for the end of a press release).
10. Double-check your information, spelling (especially of names), and typing before you send or take the news release to the paper.

*Feature Stories*

If you have an unusual or unique story, it may merit a feature in your local paper. Features are usually about a happening, person, or event. If you have an idea, call the editor and briefly tell about it to see if there is any interest.

Club projects make good feature stories. Consider these examples for interesting features:

- Club members test water quality in the community
- Club/county donates clothes and school supplies to Helping Hands
- Club conducts *Walk Across Texas* with schools to prevent childhood obesity
- Club plants trees in parks or along roadways
- Club sponsors self-protection workshop for women
- Club conducts household energy audits
Features usually have photos. Be prepared to have a photographer take photos to accompany the feature story. Photos need to have some action. Pictures of people just standing around are not very interesting. You will need to line up people and places for the pictures. If the photos will be made at an event, have people ready for the photographer when he/she arrives.

**Calendar of Events**

Find out the deadlines for a calendar of events, if your paper has one. Usually it is a week in advance. This can be an ideal spot for announcing club meetings or other events. Stick to the facts: the club name, where the meeting will be, what time and date, and who or what the program will be.

**Radio**

*Public Service Announcements (PSAs)*

Some radio stations will do publicity announcements as a public service. One method for radio publicity is to provide a news release to the station. It needs to be very short — ½ page, typewritten, and double-spaced. Make sure it states the who, what, when, and where. Also give your name and phone number as a contact person.

A few radio stations will let the club record its own public service announcement. Choose a person who has a good voice and is not nervous to do this task. Generally, you make the 30-second recording at the radio studio.

*Radio Interview Shows*

Club members may have a chance to be interviewed about an upcoming event or some other subject of interest. Remember to keep your answers "to the point," and to speak in complete sentences. It is also most important to use your voice to reflect enthusiasm and interest. If you do not feel you are the best person for this job, ask someone else from the club to do it.

**Television**

*Television News*

Local television news time is very limited, so you have to have a special story before it is likely to receive coverage. Some weeks before your event, call the news director and briefly tell him or her about the event and what they can see. Remember that television is a visual medium and that is the primary interest. For example, if you have a display on water quality education, that is fine. But it will be a more interesting television story if you can have some people there actually testing water. The TV cameras will have some action to show.

*Television Public Service Announcement*

Just as with a radio PSA, you need a script of ½ page to tell about your event. Some television stations may also request a slide that can appear on the screen while the script is read. You can have a slide made of your club emblem or use a slide of the same event last year, etc. Other stations will not want a slide and will simply put the name of your group and the event on the screen.

*Television Interview Show*

Often, a local television host or hostess will do brief interviews with people from civic groups to help them promote events. Go prepared with your facts—the who, what, when, where, etc. Print this information on a small card, and take it with you in case you forget. You can just look at your card and refresh your memory. Also think of one or two sentences that explain why this will be a fun, entertaining, educational event.

Being on camera can be unnerving. Choose someone from the club who is well informed, speaks well, and is not usually nervous.

Doing a television interview is not very difficult. Simply follow all directions given by the program director. Usually you will be told to look at the interviewer and not the camera. Answer questions in full sentences, not just "yes" or "no" type answers. Keep it brief and to the point. It is important to sound and look enthusiastic. Smile and speak as though you were in a regular conversation with the interviewer.

Wear clothing in a medium color or pastel shade. Do not wear black, white, or bright red. Also avoid large patterns; solids are best. Leave your noisy bracelets and sparkling jewelry at home. Go light on make-up,
and do not worry about glasses. The crew can arrange lighting accordingly, so wear glasses if you need them.

**Posters and Flyers**

Posters and flyers can require a lot of time and effort and be useless unless they are placed where the people you want to attract to your event will actually see them. People are exposed to hundreds of signs daily. Would your sign stand out or be seen? If not, choose another publicity method.

Poorly lettered posters that look dull or sloppy can create a negative image of your club and your event! For a few dollars out of your club treasury, you can get professionally done posters or flyers at a local print shop. Decide where the posters and flyers should go, and recruit club members to get them there. Do not put them out at random.

**Personal Communication**

**Public Speaking**

Start a speaker’s bureau. One or more of your members may have a good lesson they can share in the form of a talk to another group. Or you may have someone who can talk about TEEA as an organization. Contact the program chairs of local organizations to find out if they are interested. Remember, however, that you only want to send out good speakers who enjoy giving talks and are not overly nervous.

**Letters**

Letters of thanks—both the personal kind and letters to the editor—are good public relations for your club. If the television station did a nice feature on your event, thank them for it and commend their interest in local activities. They will remember that you appreciate their efforts, and you helped their organization get positive publicity as well.

**Spread the Word**

We all have conversations with lots of different people. When it is appropriate, mention your activities with TEEA members, what they do, and how they contribute to the community. In addition to helping you recruit new members, you are generating positive public relations for your club.

**Basic Pointers for Good Media Relations**

- **Be sure only one person from your group is contacting the news media.** Two members calling the same newspaper editor or program director are bound to create confusion.

- **Be quick to establish personal contact** with the right people at each newspaper, radio, and television station in your area.

- **Be sure to write everything down.** Do not trust important facts, names, etc. to your memory.

- **Be prompt.** Get news releases and publicity out in time to meet media deadlines.

- **Be legible.** Type all news releases. Check spelling and grammar, and revise as needed.

- **Be accurate.** Double check dates, names, and places before you submit your copy. Do not expect retractions or a second story to correct your error.

- **Be brief.** Newspaper space and air time are costly. A news release should fit on one page when typed double-space. It should tell the who, what, when, where, and why of your story right at the beginning.

- **Be business-like.** Never try to get publicity by pressure of friendship or business connections. Never ask when a story will appear. Never ask for clippings.

- **Be appreciative of all space and time given to your organization.** The media giving the space or time also has space and time for sale. Write personal thank you notes or letter-to-the-editor thank you notes.

- **Be professional.** Media people are always invited guests. Never ask them to buy tickets, pay admission, or pay for meals.

- **Be brave.** Do not be afraid to suggest something if you honestly believe you have a workable idea. Media people welcome original ideas when they are practical and tell a good story.

11/08
Duties of the County Association Vice Chair

1. In order to be eligible for election as a County Association Vice Chair, a person shall have been a TEEA member for at least one year and have held an office at the Club level for at least one year.

2. The County Association Vice Chair shall be elected from nominees submitted by the clubs by a majority vote at a County Association meeting prior to the TEEA Annual State Conference. The two year term of office shall begin the first day of the month following the TEEA Annual State Conference. The County Association Vice Chair shall not be eligible to serve consecutive terms.

3. The County Association Vice Chair assists the County Association Chair and presides at County Association meetings in the absence of the Chair. The County Association Vice Chair may be assigned leadership for County Association projects.

4. The County Association Vice Chair attends the District Fall Training meeting with the County Association Chair.

5. Serving one year as County Association Vice Chair fulfills one qualification for eligibility as a candidate for the office of District Director and State Education Committee Chair.

6. The County Association Vice Chair works with the county Extension agent – FCH to develop the county yearbook (programs and activities).
Duties of the County Association Secretary

1. The County Association Secretary will complete minutes for each meeting and maintain a file of all County Association minutes permanently.

2. The County Association Secretary will keep an official County Association roll call and attendance.

3. The County Association Secretary will handle and keep a file of all correspondence, communications, and committee reports for the County Association.

4. Provide motion forms (located on the following page) to Association members as necessary.

5. In the absence of the County Association Chair and Vice Chair, the County Association Secretary will preside over the County Association meeting.
TEEA Motion Form

Date: ____________________________________________

Motion:
I move that, ____________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

Signed ____________________________________________ 2nd ____________________
Duties of the County Association Treasurer

1. The County Association Treasurer should keep all financial records that pertain to TEEA. The IRS rule is to keep records for a four-year period; however, for individual accountability, TEEA requires that records be kept for seven years. For additional information regarding retention of records, the IRS publication, Compliance Guidelines for 501(c)(3) Public Charities, provides clear guidance for financial records. This publication is located at: http://www.irs.gov/pub/irs-pdf/p4221pc.pdf.

2. The County Association Treasurer will keep accurate records of all financial matters and money sent from the county to the TEEA Treasurer.

3. The County Association Treasurer will make the appropriate checks payable to the “TEEA, Inc.”

4. Orders for TEEA name badges and accompanying checks go directly to the TEEA Name Badge Chair. Checks for name badges should be made payable to TEEA, Inc. All checks should have “For Deposit Only” written on the back. All checks must have a memo on the left lower front corner containing specific information about county, club, district, number of names, or a separate list attached to the check.

5. The County Association Treasurer will keep a file of receipts and canceled checks covering all payments.

6. The County Association Treasurer will provide a financial report at all County Association meetings.

7. The County Association Treasurer provides an annual statement and asks for a review of accounts annually by a financial review committee that she appoints. This committee completes the Annual Review of TEEA County Funds form (page 6-45) and presents it to the Association membership annually.

8. The County Association Treasurer collects membership dues and other moneys for the association.

9. The County Association Treasurer pays bills on the County Association Chair’s authorization and/or County Association approval.

10. The County Association Treasurer advises other officers and members on needs and plans for raising money.

11. The County Association Chair completes IRS form 990 if county association gross income exceeds $50,000 and submits it by May 15 to the IRS. If gross income is below $50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS. TEEA’s 501(c)(3) status depends on meeting these IRS requirements at all levels of the organization annually.

12. The County Association Chair and Treasurer will make sure all checks are filled out correctly and sent with a remittance form to the District Director.
# Annual Review of TEEA County Funds

The questions below may be used by the County Financial Review Committee, appointed by the County Association Treasurer, to help assure that financial assets of the TEEA County Association are appropriately documented.

1. List all Checking, Saving, and CD account names (numbers) and locations:

<table>
<thead>
<tr>
<th>Account 1</th>
<th>Account 2</th>
<th>Account 3</th>
<th>Account 4</th>
<th>Account 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

   Are the account names proper? (It cannot say: “_____ County” in beginning of title.) ___Yes ___No
   If no, how should the account name be changed? ____________________________________________________________

2. List Employer Identification Number (EIN):

   ________________________________

   Is this a legitimate EIN? ___Yes ___No
   If no, what should be done to acquire an EIN? ______________________________________________________________

3. Whose signatures are on each account above?

<table>
<thead>
<tr>
<th>Account 1</th>
<th>Account 2</th>
<th>Account 3</th>
<th>Account 4</th>
<th>Account 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

   Are these current and acceptable signatures? ___Yes ___No
   If no, what should be changed? ________________________________________________________________

4. Is there an annual budget for the checking account? ___Yes ___No
   If no, what should be done to prepare a budget? __________________________________________________________

5. Is there a current bank statement for each account? ___Yes ___No

6. Is there a list of tangible property owned by TEEA? ___Yes ___No

7. Are there Bylaws or standing rules and investment policies for TEEA? ___Yes ___No
   If no, what should be done to prepare these? ______________________________________________________________

8. In case of dissolution, has the county distributed its assets to a 501(c)(3) organization? ___Yes
    ___Yes (This is a requirement of the State TEEA Bylaws)  ___Not applicable at this time

---

Financial Review Committee Chair Signature  TEEA County Association Treasurer Signature

TEEA County Association Chair Signature

9/11
Template for “Big Check”

The examples of “Big Checks” below are provided for your county to fill in the annual dollar value of all clubs’ and the County Association’s Education Program and Honor Roll of Counties work. Once you’ve completed your County Annual Report you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the http://teea.tamu.edu/ website. These checks can be shared with Association members, County Commissioner’s Courts, and the general public through a news article to acknowledge the dedication of TEEA members to education and community service in a dollar value. Remember, every hour of volunteer service is valued at $24.69! Showing TEEA’s value can be a recruitment tool for new members.

[Template for “Big Check”]

PAY TO THE ORDER OF ____________________________ $ ____________________________

MEMO: Education Programs ____________________________ Texas Extension Education Association

PAY TO THE ORDER OF ____________________________ $ ____________________________

MEMO: Honor Roll of Counties ____________________________ Texas Extension Education Association
State Sales Tax Exemption

The Texas Extension Education Association, Inc. met the requirements for exemption as a 501(c)(3) organization effective February 21, 1984. Therefore, the organization may issue an exemption certificate in lieu of the Limited Sales, Excise, and Use Tax on taxable items purchased, which relates to the purpose of TEEA - education and training. The item cannot be used for the personal benefit of the individual. This certificate does not require a number to be valid and may be reproduced in any quantity. **Do not put your EIN on this certificate or use it for sales tax exemption purposes.**

With this exemption, TEEA does not have to pay state or local sales tax for merchandise purchases used for educational purposes. In the case of WalMart, Hobby Lobby, Staples, Lowes, and other retail outlets, **an internal number may be issued locally, specifically for the organization - this will not be your EIN.** See the store manager if there are questions about this internal number. If you go to any of these stores frequently, you can take the sales tax exemption form and register it with the office.

The exemptions authorized by the State of Texas are applicable to items subject to the Limited Sales, Excise, and Use Tax Act only. **The exemption does not apply to hotels, motor vehicles, motor fuel, airlines, or other items, which are taxed under other provisions of the State Statutes.**

**Instructions for Filling out the Form**

When filling out the Texas Sales and Use Tax Exemption Certification form (copy of the form is on following page), be sure to use “Education and Training” as the reason under the section “Purchaser claims this exemption for the following reason. Purchase is exempt.” The use of terms like office supplies, craft supplies, or other specific items could result in sales tax being applied to the purchase. TEEA is an educational organization and gets to use this exemption for education and training purposes.
### TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

<table>
<thead>
<tr>
<th>Name of purchaser, firm or agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street &amp; number, P.O. Box or Route number)</td>
</tr>
<tr>
<td>City, State, ZIP code</td>
</tr>
</tbody>
</table>

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

**Seller:**

**Street address:**

**City, State, ZIP code:**

**Description of items to be purchased or on the attached order or invoice:**

**Purchaser claims this exemption for the following reason:**

**Signature:**

---

**NOTE:** This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.
The Texas Extension Education Association, Inc. was granted a 501(c)(3) federal tax exempt status (documentation on page 6-51) as a non-profit educational organization by the IRS on July 27, 1990. This status exempts TEEA from paying federal income tax. TEEA, Inc., an association with gross receipts of over $50,000 annually, is required to file Form 990 annually. Form 990 is an information return completed by the TEEA Treasurer.

Each club, county association, and district entity is classified by the IRS as a TEEA affiliate when they have an Employer Identification Number or EIN (also known as Tax Identification Numbers [TIN]).

The EIN is a form of registration required by the IRS for all non-profit organizations such as TEEA, Inc. and TEEA affiliates. The EIN is the correct number to be used by affiliates and TEEA, Inc. when a bank account is established rather than using an individual’s Social Security number.

Any club not having a current EIN must contact your District Director or the TEEA Treasurer.

Download and fill out Form SS-4 from the IRS website, http://www.irs.gov/pub/irs-pdf/fss4.pdf, using instructions located at http://www.irs.gov/pub/irs-pdf/iss4.pdf. Also write a letter from your club, county association, or district stating that you wish to be under the TEEA, Inc.’s group exemption because your objectives are the same. The completed Form SS-4 and letter must be sent to the TEEA Treasurer. She adds this information to the state TEEA files and forwards the form and letter to the IRS for issuance of the EIN under the TEEA Parent Organization. If your address is a post office box, you must furnish a street address.

When a new President or Treasurer is elected, the name and address will be submitted to the TEEA Treasurer. If your address is a post office box, you must also furnish the street address. If you’re outside of the city, give a description of your location (example: County Road 401, ½ mile from 309).

If you already have an EIN, a statement from your club, county, or district stating that you wish to be under the group exemption and that your objectives are the same as TEEA’s should be submitted to the TEEA Treasurer.

IRS Requirements for Affiliates

1. All affiliates who have over $50,000 a year in gross income must file a Form 990 with the IRS by May 15 of each year. This is the tax return required for organizational exemption from income tax.

2. By May 15 of each year, the IRS requires each TEEA affiliate with gross receipts under $50,000 to electronically submit the Form 990-N, or e-postcard, to maintain tax-exempt organization status. (Instructions for completing Form 990-N are located on page 6-51.)

3. If a club disbands, the name and EIN should be submitted to the TEEA Treasurer to be deleted from TEEA files as well as IRS files.

Annually, the TEEA Treasurer Must Send to the IRS...

1. A statement describing any changes during the year in the purposes, character, or method of operation of our affiliates.

2. A list showing the names, mailing addresses, actual addresses if different, and employer identification numbers of affiliates that have changed since our previous report. This applies to affiliates who have 1) changed names or address; 2) were deleted from our roster; or 3) were added to our roster.

3. If applicable, a statement that our group exemption roster did not change since our previous report.

Letters from the IRS with your Employer Identification Numbers (EIN) are very important papers and should not be destroyed. Make a copy for yourself, and keep the original on file with the Association records.

As of April 27, 1990, any contributions you make to TEEA, including dues, are tax deductible. This also applies to other persons who make contributions to our organization.
990N e-Postcard Filing Instructions

All clubs must have a valid EIN before beginning this process. All EIN questions should be referred to the TEEA 990 Consultant. You must file no later than May 15th of each year.

To complete the postcard:

- The organization name is Texas Extension Education Association.
- Under DBA (doing business as), put your County or Club name.
- The principal officer can be the Chairperson, President, or Treasurer.
- Complete the form and enter your email address.
- A receipt will be sent to the email address you have listed. Print this receipt out and keep it.
- Updates can be made annually when filing. It takes approximately two weeks for the EIN to get into the system.

This is a simple process - just fill in the blanks!

If your County is not eligible to complete the e-postcard because you have more than $50,000 in gross income, you will need to complete the Form 990.
Dear Sir or Madam:

Thank you for the information recently submitted regarding your group exemption. We have made it part of your file.

Our records show that your organization is exempt from Federal Income Tax under section 501(c)(3) of the Code. You are the central organization in group exemption number 7126. You changed the form of your organization from an association (EIN 75-6013709) to a corporation (EIN 74-2744600) in 1994. You should continue using EIN number 74-2744600 and group exemption number 7126. This group exemption number was assigned to your unincorporated association but is also valid for your corporation.

The requirements for maintaining your group exemption include furnishing us current information about each subordinate unit under your general supervision or control. This information must be received by the IRS at least 90 days before the close of your annual accounting period.

We have notified our user fee department to refund your $500 user fee payment received in January 2004. This refund will be made under separate cover.

Thank you for your cooperation.

Sincerely,

Lois G. Lerner
Director, Exempt Organizations
Duties of the TEEA District Director

The District Director is the link between the counties, the State TEEA Board, and AgriLife Extension. The District Director relays reports from the County Associations of educational programs, workshops, displays, and special events to the State TEEA Board and Extension. The District Director shall appoint a District Secretary and District Treasurer to assist her.

District Supervision
1. Plan to meet with the AgriLife County Extension Regional Program Leader for FCH and the District Extension Administrator to coordinate dates of all District meetings (retreats, conferences, cultural arts) and discuss goals.
2. The District Director communicates with the County Association Chairs on a regular basis with a newsletter and/or e-mail to keep them up to date on all activities of the organization in regard to:
   - meeting deadlines on dues, reports, scholarships, and award entries;
   - relaying information received at the Board meeting;
   - their responsibility in planning the District Fall Training and the District Spring Conference; and
   - any other information that is important for them to know.
3. Impress upon the County Association Chairs the importance of getting information to the District Director in a timely manner.
4. Plan and conduct a District Fall Training following the Fall Board Meeting to train County Association Chairs, Vice Chairs, Treasurers, Secretaries, and Club officers in the duties of their position to help them function more effectively.
5. Be sure each of your County Association Chairs has a TEEA Manual (Chapters 1-6, 12, and 13). Urge them to read it and become familiar with the contents of the Club and County Association chapters before your training meeting. The TEEA Manual is available on the web at http://teea.tamu.edu.
7. Plan and conduct a District Spring Conference for the TEEA members and guests. Present a “Big Check” showing the dollar value of TEEA Education and Honor Roll of Counties work. If the District Director is unable to preside over this conference, the Director-Elect, a past Director, or the host County Association Chair may be invited to preside.
8. Plan and conduct any other district meetings, retreats, or cultural arts events.
9. During your term, look for and train at least three people who qualify for your position.
10. Identify qualified persons who might be interested in becoming Education Committee Chairs.
11. Determine two dates for your District Spring Conference for the following year, and report at the Spring Board Meeting.
12. Bring the District Financial Statement for District Fall Training and Spring Conference form (page 7-11) to the Spring Board Meeting. Give 1 copy of the conference report and the financial report to the TEEA Treasurer. Be sure to keep a copy for your files.

Records Management
13. A Forms Management and Other Activities Tool - District Level (pages 7-6 - 7-8) is included for your use as you perform your duties as District Director. It is only for your use and is not sent to anyone.
14. The Inventory of Forms and Funds Received form (page 7-9) is a tool to help you see your district numbers at a glance. It is only for your use and is not sent to anyone else.
15. Keep all files up to date. This includes a separate file for minutes of your district and the State Board minutes. Keep financial records for four years and minutes permanently.

10/18
Reports/Correspondence
16. Forward all information from County Associations such as reports, letters, or any item requested to the proper State Board member before the deadline that has been established. Examples include:
- remittances to the TEEA Treasurer for membership, Coins for Friendship, and Dollars for Scholars;
- a copy of correspondence to the TEEA President and TEEA First Vice President for Leadership; and
- District Annual Report (pages 7-12 and 7-13) to the TEEA Second Vice President for Programs, TEEA First Vice President for Leadership, and TEEA Treasurer by August 1. Create "Big Checks" to show the dollar value of district volunteer work (fillable form on the TEEA website).

17. Send copies of all official correspondence from you as District Director to County Association Chairs (except for personal notes) to the AgriLife Extension Regional Program Leader, your county Extension agent, and the State Board Executive Committee.

Membership/Officer/EIN Lists
18. District Directors will receive the TEEA List of Association Officers form from each county in their district. Send 1 copy of each county form to the TEEA First Vice President for Leadership by November 15. Keep a copy for your files.

19. Instruct the County Association Chairs to complete the TEEA County Association List of Presidents and EINs form (includes Presidents’ names, addresses, County Association names, and EINs). Each county should send you two copies by November 1. Keep one for your files, and forward the other copy to the TEEA Treasurer by November 15.

20. Instruct the County Association Chairs to prepare an alphabetized list of their TEEA members (including addresses, phone numbers and email addresses) on the TEEA Membership List for Counties form (page 6-8). They will place a checkmark in the “New” column to indicate the new members on the list. By November 1, they will send to the District Director two copies of this list (one copy for District files and one to be sent to the TEEA Treasurer): a check for all dues, made payable to TEEA Inc.; and a Remittance to District Director form. One copy of the Membership List Form should also be sent to the TEEA Messenger Editor. You may also receive a New TEEA Club form from the County Chair when new clubs are developed; it is for your information and requires no action on your part.

Fiscal Responsibility
21. Appoint a District Treasurer to administer District level funds related to District events. The District Treasurer develops a district budget with the District Director. Always have two authorized signers on the bank account. The District Treasurer and the District Director shall be the authorized signers.

22. Districts are self-supporting. District Directors manage the funding for the District Fall Training and Spring Conference. District funds are the sole responsibility of the district. Appoint a financial review committee to conduct an Annual Review of TEEA District Funds (page 7-40) at the end of the fiscal year. A treasurer’s report should be given at each district meeting. A printed financial statement is provided to participants at the District Spring Conference.

23. District TEEA trainings and conferences should be self supporting. A registration fee should be charged for the District Fall Training and Spring Conference to cover the expenses incurred. The registration fees are made payable to District ____ (fill in with your district’s number) TEEA, sent to the District Director, and deposited into the District’s TEEA bank account. Any money left after all expenses are paid may be retained in the District bank account. This money can be used for other District operating expenses incurred by the District Director and other officers when fulfilling their duties (such as postage, printing, long distance phone calls, program supplies, and meeting registration, meals, travel, and hotel expenses). Use the District Financial Statement for Fall Training and Spring Conference (7-11) as a financial management tool.

24. The District Director’s participation in State Board meetings and the State Conference are covered by State Association funds as per the Board reimbursement guidelines. Expenses not covered by State Association funds - such as pre-conference meetings within the district, the price of the district party, and related expenses - shall be covered by the District.
25. District Directors send the checks received from the County Association Chairs to the TEEA Treasurer. These checks may be membership dues, State TEEA Conference registration, Coins for Friendship (sent by June 15), Dollars for Scholars (sent by June 15), etc. Be sure the County Chair remembers to write "for deposit only" on the back of each check. If it is not written, the District Director must write it on the back of the check before mailing the check to the TEEA Treasurer. When a check is forwarded to the TEEA Treasurer, the District Director fills out the Remittance to TEEA Treasurer Triplicate Book form (obtained from the TEEA Treasurer) with the name, county, and purpose of the check. The white and pink copies are mailed with the check from the district to the TEEA Treasurer. The yellow copy can be attached to:

- the copy of the check, or
- a copy of the form being sent, or
- may stay attached in the Remittance to TEEA Treasurer Triplicate Book.

After the TEEA Treasurer deposits the check, she returns the pink copy to the District Director. The District Director then staples the pink copy to the yellow copy, verifying that the check was received and deposited by the TEEA Treasurer. All collected membership dues should be forwarded to the TEEA Treasurer when received, but never later than December 31 to avoid delinquency.

26. If district, county, or club gross income exceeds 50,000, the IRS form 990 must be submitted by May 15 to the IRS. If gross income is below $50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS. TEEA's 501(c)(3) status depends on meeting these IRS requirements at levels of the organization annually.

Conference Delegates
27. Upon receipt of Form A - __________ County Delegates and Alternates from the counties, the District Director verifies that all elected delegates are current dues-paying TEEA members. She fills out Form B - District _____ Registration Credentials List (page 7-47) from the county Form A's to create her District Registration Credential List. She brings all Forms A and B to the State Conference for district registration.

28. Upon completion of her district's registration at the conference, District Directors transfer the names of the three delegates/alternates per county on Form B to Form C - TEEA State Credentials List (page 7-48). She then gives it to the Credentials Committee along with a completed Form D - District _______ Credentials Report (page 7-49) that gives each district’s total registration of all attending.

Scholarships
29. In the District Fall Training, the District Director announces to the county chairs the scholarships available and the due dates for their submission.

30. On March 1, the District Director receives the Adult Career Scholarship applications and submits the winning application to the TEEA Adult Career Committee Chair at the Spring Board Meeting.

31. On March 1, the District Director receives the TEEA Alumnae Scholarship applications and submits to the TEEA State Alumnae Chair postmarked by April 1.

32. After March 1, the District Director receives the county TEEA 4-H Scholarship winner's application and 4-H Recordbook. The District Director coordinates judging for the District TEEA 4-H Scholarship winner. The winner’s application and personal information page from the 4-H Recordbook are submitted to the TEEA President and TEEA Treasurer.

Cultural Arts
33. The District Director sends the District Cultural Arts Winners forms (pages 7-14 and 7-15) to the designated person in charge of Cultural Arts for the State Conference and one copy to the Extension Regional Program Leader 30 days prior to the State Conference.

34. The Host District Director in charge of the State Cultural Arts Show will enter the first place winners on the State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34). Use this form to announce the winners at the Cultural Arts Parade of Winners during the State Conference. Give one copy to the TEEA President at the State Conference immediately after the judging is completed.
### Form Management and Other Activities Tool - District Level

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Name of the Form</th>
<th>Other Activities</th>
<th>Due Date</th>
<th>To Whom</th>
<th>Date Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Director</td>
<td>Inventory of Forms &amp; Funds Received (page 7-9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>Remit membership dues</td>
<td>As received</td>
<td>TEEA Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Director’s Appointee</td>
<td>D 1,3,7,8 Articles</td>
<td>The TEEA Messenger articles due for Issue III</td>
<td>Oct. 1</td>
<td>Messenger Editor</td>
<td></td>
</tr>
<tr>
<td>District Director &amp; District Treasurer</td>
<td>Repay cash advance if district hosted state conference and received advance</td>
<td>Oct. 15</td>
<td>TEEA Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>TEEA County Association List of Presidents and EINs – County Form (received from County Chairs)</td>
<td></td>
<td></td>
<td>TEEA 990 Consultant</td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>TEEA List of Association Officers – District Form (received from County Chairs)</td>
<td></td>
<td>Nov. 15</td>
<td>TEEA First VP for Leadership</td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>TEEA District EINs Form (page 7-10)</td>
<td></td>
<td>Nov. 15</td>
<td>TEEA 990 Consultant</td>
<td></td>
</tr>
<tr>
<td>District Secretary</td>
<td>Roll Call of Counties Report (page 7-36)</td>
<td></td>
<td>District Fall Training &amp; District Spring Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>Texas Treasure Award nomination (received from County Chairs)</td>
<td></td>
<td>Feb. 1</td>
<td>TEEA President</td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>Texas Leadership Award nomination (received from County Chairs)</td>
<td></td>
<td>Feb. 1</td>
<td>TEEA President &amp; First VP for Leadership</td>
<td></td>
</tr>
<tr>
<td>District Director</td>
<td>TEEA Application for 20/25/30/etc. Year Member Certificate (received from County Chairs)</td>
<td></td>
<td>Feb. 1</td>
<td>TEEA President</td>
<td></td>
</tr>
</tbody>
</table>

10/18
<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
<th>Due Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Director</td>
<td>TEEA Application for 20/25/30/et. Year Club Recognition (received from County Chairs)</td>
<td>Feb. 1</td>
<td>TEEA President</td>
</tr>
<tr>
<td>District Director’s Appointee</td>
<td>D 2,4,6,9,10 Articles</td>
<td>Feb. 1</td>
<td>Messenger Editor</td>
</tr>
<tr>
<td>District Director &amp; District Treasurer</td>
<td>Host District Financial Agreement (page 7-30)</td>
<td>No later than March 1</td>
<td>TEEA Treasurer</td>
</tr>
<tr>
<td>District Director</td>
<td>Copy of the winner’s TEEA 4-H Scholarship Application form/ and personal information from TX 4-H Recordbook</td>
<td>May 1</td>
<td>TEEA President &amp; TEEA Treasurer, District Director</td>
</tr>
<tr>
<td>District Director</td>
<td>TEEA Adult Career Scholarship nominee (from County Chairs)</td>
<td>District Spring Conference (May)</td>
<td>Adult Career Scholarship Committee Chair</td>
</tr>
<tr>
<td>District Director</td>
<td>File IRS Form 990 E or Form 990</td>
<td>May 15</td>
<td>IRS</td>
</tr>
<tr>
<td>District Director</td>
<td>District Financial Statement for Fall Training and Spring Conference (page 7-11)</td>
<td>Spring Board Meeting (May)</td>
<td>TEEA Treasurer</td>
</tr>
<tr>
<td>District Director</td>
<td>Coins for Friendship (sending funds)</td>
<td>June 1</td>
<td>TEEA Treasurer</td>
</tr>
<tr>
<td>District Director</td>
<td>Dollars for Scholars (sending funds)</td>
<td>June 1</td>
<td>TEEA Treasurer</td>
</tr>
<tr>
<td>District Director’s Appointee</td>
<td>D 5,11,12, &amp; Education Chair’s Articles</td>
<td>June 1</td>
<td>Messenger Editor</td>
</tr>
<tr>
<td>District Director</td>
<td>State Conference Registration</td>
<td>July 15</td>
<td>TEEA Treasurer</td>
</tr>
<tr>
<td>District Director</td>
<td>District Annual Report (pages 7-12 &amp; 7-13)</td>
<td>Aug. 1</td>
<td>TEEA First VP for Programs &amp; President</td>
</tr>
<tr>
<td>District Director</td>
<td>Names of First Time Members to attend Conference</td>
<td>Aug. 1</td>
<td>TEEA Treasurer</td>
</tr>
<tr>
<td>District Director</td>
<td>Cultural Arts Winners – District Form (pages 7-14 &amp; 7-15)</td>
<td>30 days prior to TEEA State Conference</td>
<td>Host District Director &amp; Extension RPD, District Director</td>
</tr>
</tbody>
</table>
District______  Annual Report, 2018-2019  Date_______
Educational Programs, TEEA Volunteer Hours, and Scholarships
_____ of _____ Counties Reporting

The District Director compiles all county annual reports into one report. Make 4 copies of this report. Send
1 copy to the TEEA President, 1 copy to the TEEA Second Vice President for Programs, 1 copy to the
TEEA First Vice President for Leadership, and retain 1 copy for District files. Due by August 1.

<table>
<thead>
<tr>
<th>Program Titles</th>
<th>Number Presented by Club Member</th>
<th>Number Presented by Guest Speaker</th>
<th>Number of TEEA attendees</th>
<th>Number of Non-TEEA attendees</th>
<th>Total Number Reached</th>
<th>Materials for Program (dollars)</th>
<th>Program Planning (hours)</th>
<th>Program Length (hours)</th>
<th>Time Value (hours x $24.69 =)</th>
<th>Total Donated</th>
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</thead>
<tbody>
<tr>
<td>Country Roads</td>
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Number of newspaper notices or articles about club meetings/programs:

<table>
<thead>
<tr>
<th>Scholarship Amount</th>
<th>4-H (Include scholarship name)</th>
<th>Other (adult, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>Total $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Donations of time or money made by or in the name of the clubs/county/district to support other individuals or
groups, including community and FCS projects. *The IRS allows ONLY $0.14 per mile for volunteer mileage.

<table>
<thead>
<tr>
<th>Activities/Projects/ Meetings</th>
<th>Total $ Donated: Mileage ($0.14 per mile*), Materials, Cash</th>
<th>Hours</th>
<th>Value of Time (hours x $24.69 =)</th>
<th>Total Donated</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEEA</td>
<td>$</td>
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<td>$</td>
<td></td>
</tr>
<tr>
<td>4-H</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Community</td>
<td>$</td>
<td></td>
<td>$</td>
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<tr>
<td>Coins for Friendship</td>
<td></td>
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<tr>
<td>Dollars for Scholars</td>
<td></td>
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<td></td>
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<tr>
<td>Scholarships</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total Donated:</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Dollars $ + Total Honor Roll of Counties Dollars $ = Total Value Donated for Year 2018-2019 $
### Cultural Arts Winners – District Form

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Winner’s Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Traditional Scrapbooks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Digitally Produced Scrapbooks (Computer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Photography – Photo Paper - black and white</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Photography – Photo Paper - color</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Photography – any other medium (no larger than 16 x 20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Quilts - smaller than 50 x 70 - hand quilted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Quilts - larger than 50 x 70 - hand quilted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Quilts - smaller than 50 x 70 - machine quilted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Quilts - larger than 50 x 70 - machine quilted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Quilts – Twin size or larger - hand or machine quilted – constructed and quilted by 2 or more members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Recycled Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 A</td>
<td>Wall Hangings – Not Quilted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 B</td>
<td>Wall Hangings – Quilted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Coins for Friendship

Coins for Friendship charitable contributions are used for a special project at the State 4-H Center. Club members donate/contribute coins (and dollars) at their meetings.

Funds from clubs should be sent to the County Association Chair by May 1.

County funds should be sent to the District Director by May 15.

District Directors should forward the money to the TEEA Treasurer by June 1.

Dollars for Scholars

The Dollars for Scholars program began in 2008 to supplement funds for our state scholarship programs. With the declining membership, additional dollars have been needed to fund $18,000 for 12 District 4-H Scholarships ($1,500 per District).

Funds collected throughout the club year should be sent from the clubs to the County Association Chair by May 1.

The County Association Chair should send the funds to the District Director by May 15.

The District Director should forward the funds to the TEEA Treasurer by June 1.

District Dollars for County 4-H Clubs

Districts may determine if there are sufficient funds to provide each county 4-H program with a check to support county 4-H programs.
1. Fundraising
   - The TEEA Board of Directors will advise the TEEA Treasurer to advance $2000.00 to the upcoming state conference host district by January 1 of the year in which they host if they need the advancement. The district must repay the $2000.00 by October 15 following the date of the state conference they hosted. The Host District Financial Agreement form is located on page 7-30.
   - The host region may choose to do fundraising prior to the conference.
   - Any fundraising projects at the conference, such as the country store, selling decorations, raffling a quilt, etc. must have prior approval of the TEEA Board of Directors.
   - Funds will be needed to cover:
     o Banquet table decorations
     o Entertainment
     o Banquet favors (optional)
     o Conference theme banner (backdrop behind the head table)
     o Cultural arts tables, ribbons, and judges

2. Other Responsibilities
   - Door prizes may be furnished by volunteer districts as well as the host region. The host region furnishes people to help with door prizes and determines how they will be distributed.
   - Make arrangements for all entertainment.
   - Furnish decorations for the banquet and other functions, as required.
   - Furnish a hospitality center during registration (optional and approved by the conference site).
   - Supply *The TEEA Messenger* Editor with a map of the host city.
   - Select pages who will serve as aides to the Executive Committee immediately prior to registration through the close of the conference. They may also be asked to help District Directors during registration, help with late registration, assist with TEEA Sales, and monitor doors as needed for general sessions and workshops.
   - Prepare a region welcome packet.
   - Establish a host region identification (apron, collar, etc.).
   - Select a pianist. Provide a song leader and song sheets, if needed.
   - Decorate with green or blooming plants on the stage or head table area for general sessions. Provide and hang the conference theme banner. These plants are the expense of the host district. Arrange for flowers for the podium, which are paid for by TEEA if they are not a gift from a group or individual. Check with a florist to see if it is possible to rent plants rather than buy them. They may be willing to donate an arrangement for the podium.
   - Arrange for U.S. and Texas flags and for an honor guard to post the colors at the opening session.
   - Make arrangements for advance publicity, and contact the media (TV and newspapers) for the conference. Make arrangements for publicity during the conference.
   - Arrange for the welcome and greetings from a local judge, mayor, etc. for the opening session (possibly one from the host city and one from the host county).
   - Arrange for someone to give the invocation for the opening session.
   - Arrange for an information booth to be open every day of the conference.
   - Have a message board available in an accessible area near the general session room throughout the conference.
• Arrange for water pitchers and glasses for the Board members on the stage for each session.
• Arrange to have a first aid station during the conference.
• Determine if the facility has proper space for the state Cultural Arts Contest. Pay for the cost of tables, skirting, ribbons, and judges. Check in entries; judge and place awards; set up the exhibit for viewing after judging; provide a schedule and workers for viewing; and check out entries.
<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Winner's Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
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<td></td>
</tr>
<tr>
<td>26</td>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Template for “Big Check”

The examples of “Big Checks” below are provided for your district to fill in the annual dollar value of all counties Education Program and Honor Roll of Counties work. Once you’ve completed your District Annual Report, you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the http://teea.tamu.edu/ website. These checks can be shared at your TEEA District Spring Conference, and with AgriLife’s District Extension Administrators and Regional Program Leaders - FCH This will acknowledge the contributions of TEEA members to education and community service in a dollar value. Remember, every hour of volunteer service is valued at $24.69!

[Image of template for Big Check]

Thank you for your service!
TEEA State Education Committee

Purpose
The purpose of the Education Committee is to select current and important topics to be the focus of the State Conference and the annual educational programs.

These programs will be taken by trained county delegates and given to each club in the county. One of the main purposes of TEEA is to educate club members to support the family and community. It is of utmost importance that these educational programs reach not only the clubs but the community, as well. This is an opportunity to coordinate with the priority issues of Extension FCH. The core areas for TEEA are:

- Membership and leadership
- Family life and family resources
- Health and safety
- Natural resources and environment

Election of Education Committee Chairs
Education Committee Chairs are elected by their districts and are eligible to serve in the same position for one two-year term. Education Committee Chairs will be rotated among the 12 districts according to the following schedule:

- 2016-2018: Districts 4, 6, 7, and 8
- 2018-2020: Districts 2, 10, 11 and 12
- 2020-2022: Districts 1, 9, 3, and 5

Chairs will continue to rotate among these three groupings of the 12 districts. If a district does not have a qualified person interested in serving as chair, the district may relinquish its turn. A district from the next four in rotation will get the opportunity to serve as chair, and these two districts will trade places in the rotation.

Education Committee Leadership
1. The TEEA Second Vice President for Programs serves as the leader of the Education Committee. It is her responsibility to provide guidance for program suggestions from the Education Committee Chairs. The TEEA Second Vice President for Programs can involve Extension specialists, who are up to date with current and critical issues affecting families and communities, as her support and guidance. These specialists are available to work with individual education committee chairs, giving suggestions and leadership for programs. Specialists will assure that educational programs are accurate and unbiased.

2. The TEEA Second Vice President for Programs, assisted by the TEEA Secretary, is the Board advisor to the Education Committee Chairs.

3. The TEEA Second Vice President for Programs compiles all District Annual Reports into a State Annual Report. She provides a copy of this report to each Board member, the Extension Advisor and gives an oral report at the Spring Board Meeting.

Education Committee Chairs
1. Education Committee Chairs receive guidance from the TEEA Second Vice President of Programs on their selected programs for State Conference. Extension specialists are available for support as needed.

2. The Education Committee Chairs are responsible for developing and presenting their educational program at the State Conference.

3. The State Conference is an opportunity to coordinate with Extension on high-priority topics involving specialists, as needed.

10/18
State Annual Report for 2018–2019
Educational Programs, TEEA Volunteer Hours, and Scholarships

The TEEA Second Vice President for Programs compiles all District Annual Reports into a State Annual Report. She provides a copy of this report to each Board member and gives an oral report at the Spring Board Meeting.

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>Program Titles</th>
<th>Number Presented by Club Member</th>
<th>Number Presented by Guest Speaker</th>
<th>Number of TEEA Attendees</th>
<th>Number of Non-TEEA Attendees</th>
<th>Total Number Reached</th>
<th>Materials for Program (dollars)</th>
<th>Program Planning (hours)</th>
<th>Program Length (hours)</th>
<th>Time Value (hours x $24.69 =)</th>
<th>Total Donated</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Country Roads</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>HONOR ROLL OF COUNTIES: Volunteer Hours &amp; Scholarships, Excludes Educational Programs</th>
<th>Number of newspaper notices or articles about club meetings/programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Amount</td>
<td>4-H (Include scholarship name)</td>
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<tr>
<td>$</td>
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<tr>
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<tr>
<td>Scholarships</td>
<td>$</td>
<td></td>
<td>$</td>
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</tr>
</tbody>
</table>

Total Donated: $

Total Program Dollars + Total Honor Roll of Counties Dollars = Total Value Donated for Year 2018-2019

$ + $ = $
Board Budget and Finance

Texas Extension Education Association (TEEA, Inc.) is an incorporated entity, registered in the State of Texas with the IRS as a 501(c)(3) educational organization. The official name of the organization should be used by Districts, counties, and clubs following their district, county, and club names: i.e. District 5 TEEA; Smith EEA Association; and Wildcat EEA. The 501(c)(3) designation is important to protect through the use of Best Management Financial Practices.

The Budget

The budget is revised each year indicating the needs of the activities of and for the organization as a whole. Before October 1, a new budget is reviewed and ratified at the annual State Conference.

Sources of income include: member dues, annual State Conference registration fees, contributions (Coins for Friendship, Dollars for Scholars, and other contributions), memorials, Alumnae silent auction, and the Winter Board Meeting auction (from State Board members).

This money covers the expenses of our scholarships (currently at $14,000), education and training of members and leaders (including materials provided at the State Conference) as well as administrative expenses. Dues are collected October 1 of each year in the clubs. The clubs turn in their dues to the County Association Chair. The County Association Chair remits the dues to the District Director. The District Director then forwards all collected dues to the TEEA Treasurer.

The Budget Narrative is a list of all items on the budget and how the money is used.

Contributions made to the organization should fit into the categories listed in the budget. Some of these categories include: the Alumni Association, Coins for Friendship, Dollars for Scholars, memorials, and the 4-H Foundation fund.

Finance Committee

The Finance Committee is appointed by the TEEA President. The TEEA Treasurer is also included as an ex-officio member of the committee. The Finance Committee reviews the previous year’s budget and suggests changes and deletions. A detailed description of the role and responsibilities is found in Chapter 11.

Expenditures Sub-Committee

The Expenditures Sub-Committee is composed of two (2) members of the Finance Committee selected by the TEEA President to evaluate Board members’ requests for reimbursement before passing these forms to the TEEA Treasurer. A detailed description of the role and responsibilities is found in Chapter 11.

Financial Review Committee

The Financial Review Committee is composed of two Executive committee members and two Board members appointed by the TEEA President. This committee reviews the records of the organization’s financial transactions for accuracy and Best Practices Financial Management. Use the Annual Review of TEEA State Funds form (page 9-27). A detailed description of the role and responsibilities is found in Chapter 11.
# TEEA BUDGET

**October 1, 2018 - September 30, 2019**

## INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Membership Dues</td>
<td>$35,000</td>
</tr>
<tr>
<td>Coins For Friendship</td>
<td>5,000</td>
</tr>
<tr>
<td>Dollars For Scholars</td>
<td>3,000</td>
</tr>
<tr>
<td>Name Badges</td>
<td>1,000</td>
</tr>
<tr>
<td>TEEA Sales</td>
<td></td>
</tr>
<tr>
<td>State Conference</td>
<td>35,000</td>
</tr>
<tr>
<td>Interest On Accounts</td>
<td>600</td>
</tr>
<tr>
<td>Alumnae Silent Auction</td>
<td>3,000</td>
</tr>
<tr>
<td>State Board Silent Auction</td>
<td>500</td>
</tr>
<tr>
<td>Transfer from Savings</td>
<td>10,000</td>
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</tbody>
</table>

**TOTAL PROJECTED INCOME** $94,850 $94,850

## EXPENSES

### 4-H SUPPORT

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Consumer Sciences</td>
<td>500</td>
</tr>
<tr>
<td>Food &amp; Clothing Program</td>
<td>3,600</td>
</tr>
<tr>
<td>Scholarships</td>
<td>18,000</td>
</tr>
<tr>
<td>Coins For Friendship</td>
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</table>

**SUB-TOTAL** $27,100

### STATE CONFERENCE

<table>
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<tr>
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<tbody>
<tr>
<td>Planning</td>
<td>2,500</td>
</tr>
<tr>
<td>Conference</td>
<td>30,000</td>
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</table>

**SUB-TOTAL** $32,500

### SCHOLARSHIPS

<table>
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<tr>
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<tbody>
<tr>
<td>Adult Career</td>
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</tr>
<tr>
<td>Alumnae</td>
<td>3,000</td>
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</tbody>
</table>

**SUB-TOTAL** $5,000

### EDUCATION & TRAINING

<table>
<thead>
<tr>
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<tr>
<td>Education Committee</td>
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<tr>
<td>Fall Board Meeting</td>
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</tr>
<tr>
<td>Spring Board Meeting</td>
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</table>

**SUB-TOTAL** $14,500

### NEWSLETTER

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>The TEEA Messenger</td>
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</table>

**SUB-TOTAL** $7,000

### LEGAL & ADMINISTRATIVE

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<tr>
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<td>500</td>
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<tr>
<td>Treasurer's Operational Support</td>
<td>600</td>
</tr>
<tr>
<td>District Directors/Officer Liability Insurance</td>
<td>3,200</td>
</tr>
<tr>
<td>Parliamentarian</td>
<td>800</td>
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<tr>
<td>Printing</td>
<td>500</td>
</tr>
<tr>
<td>Office Equipment &amp; Supplies</td>
<td>1,000</td>
</tr>
<tr>
<td>Treasurer/Editor Bonds</td>
<td>650</td>
</tr>
<tr>
<td>TEEA President's Discretionary Fund</td>
<td>500</td>
</tr>
<tr>
<td>Other Board Expenses</td>
<td>500</td>
</tr>
<tr>
<td>State Board Equipment</td>
<td>500</td>
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</tbody>
</table>

**SUB-TOTAL** $8,750

**TOTAL PROJECTED EXPENSES** $94,850 $94,850

May 8, 2018, Ola Culwell, Treasurer
TEEA Budget Narrative
October 1, 2018 – September 30, 2019

INCOME

State Membership Dues - @ $15.00 X 2333 members
Anticipated income from membership dues

Coins for Friendship (4-H Center)
Contributions received from TEEA members for projects at the 4-H Center

Dollars for Scholars
4-H Scholarship Fund contributions received from TEEA members

Name Badge Sales
Income from the sale of TEEA name badges

TEEA Sales
Income from the sale of TEEA pins and other items

State Conference
Funds for State Conference based on registration fees and meal tickets

Interest on Accounts
Interest earned on accounts

Alumnae Silent Auction
Funds and donations from auction held at State Conference

State Board Silent Auction
Funds and donations from Board Members’ auction at Fall Board Meeting

Transfer from Savings
Funds transferred to increase 4-H Scholarships

EXPENSES

4-H Support

Consumer Sciences Contest
Funds to support the Consumer Sciences Contest at 4-H Round-up

4-H Food and Clothing Program
Funds given to each district to assist the 4-H programs at the district level (currently $300 per district)

4-H Scholarships
Funds for the 12 4-H scholarships (currently @ $1,500) given by TEEA

Coins for Friendship
TEEA members’ donations given to the 4-H Center for selected projects

State Conference

State Conference Planning
Funds to cover expenses of Executive Committee for site review and planning meeting

State Conference
This includes expenses for Pre-conference and Post-conference Board meetings and expenses incurred at the State Conference.
Scholarships
Adult Career Scholarships
Funds for two (2) scholarships for TEEA members

Alumnae Scholarships
The number of scholarships and the amount are dependent on funds available each year

Education & Training
Education Committees
$500 each for 4 Education Committee Programs presented at State Conference

Fall Board Meeting
Expenses for travel, meals, lodging, and printing for Board meetings (includes expenses for Extension advisor)

Spring Board Meeting
Same as the Fall Board Meeting

The Messenger
Funds to print and mail The Messenger to all members (includes editor’s expenses)

Legal & Administrative
Conciliation/Tax Preparation
Fee for annual reconciliation and tax preparation

Treasurer’s Operational Support
Funds to cover operational expenses

District Directors’ and Officers’ Liability Insurance
Liability coverage for directors and officers

Parliamentarian
Expenses for parliamentarian the State Conference and Fall & Spring Board Meetings (if attended)

Office Supplies, Postage and Printing
Funds to purchase office supplies, postage, and printing

Treasurer’s/Messenger Editor’s Bonds
Cost for these two positions to be bonded

President’s Discretionary Fund
State President’s discretionary account to offset unanticipated expenses

Printing
Funds to pay for printing TEEA manual, Bylaws, and other organizational printing

Other Board Expenses
$125 each for 1st Vice President for Leadership, 2nd Vice President for Programs, Secretary, and President-Elect

State Board Equipment
Funds from Board’s Silent Auction used to purchase equipment needed by the State Board to do TEEA business, to replace broken or outdated equipment as needed.
Semi-Annual Review of TEEA State Funds

The questions below may be used by the TEEA Treasurer to help assure that financial assets of TEEA, Inc. are appropriately documented.

1. List all Checking, Saving, and CD account names (numbers) and locations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are the account names proper? (It cannot say: “State” in beginning of title.) ___Yes ___No
If no, how should the account name be changed? ________________________________________________

2. List Employer Identification Number (EIN):

________________________________________________________________________

Is this a legitimate EIN? ___Yes ___No
If no, what should be done to acquire an EIN? ________________________________________________

3. Whose signatures are on each account above?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are these current and acceptable signatures? ___Yes ___No
If no, what should be changed? ________________________________________________

4. Is there an annual budget for the checking account? ___Yes ___No
   If no, what should be done to prepare a budget? ________________________________________________

5. Is there a current bank statement for each account? ___Yes ___No

6. Is there a list of tangible property owned by TEEA? ___Yes ___No

7. Are there Bylaws or standing rules and investment policies for TEEA? ___Yes ___No
   If no, what should be done to prepare these? ________________________________________________

8. In case of dissolution, has the State distributed its assets to a 501(c)(3) organization? ___Yes
   ___Yes (This is a requirement of the State TEEA Bylaws) ___Not applicable at this time

__________________________________________  ________________________________
Financial Review Committee Chair  Signature          TEEA Treasurer Signature

__________________________________________
TEEA President Signature

10/18
Financial Review Committee

1. The Financial Review Committee is composed of two Executive Committee members and two Board members appointed by the TEEA President promptly after assuming office. The TEEA President will be an ex-officio member, with the TEEA Treasurer and Messenger Editor being available for information and questions. It is the goal of this Committee to provide greater transparency of fiscal operations.

2. The Financial Review Committee will assure that the records of the organization’s financial transactions are reviewed for accuracy and can be reconciled against the bank statements and budgeted categories. The Committee will assure that the management practices of the TEEA Treasurer are consistent with the best practices financial management listed below:

   • All income is recorded in a manner that can be tracked for reconciliation. Itemizing all check numbers on a bank deposit slip is one way to assure easy tracking.

   • All expenditures are recorded in a manner that can be tracked for reconciliation. Itemizing associated check numbers is one way to assure easy tracking.

   • Reconciliations of income and expenses with bank records are done monthly, with any discrepancies with bank cleared immediately.

   • All interest from savings and checking accounts and CDs are posted separately for easy tracking.

   • Quicken or other electronic accounting software is used for records management, with pertinent categories for tracking.

3. The Committee will assure that the management practices of the Messenger Editor follow the best practice financial management guidelines above.

4. A written Financial Review Report, including the Semi-Annual Review of TEEA State Funds form (page 9-24) will be made and presented to the TEEA President, the Finance Committee, and the State Board.
Certified Volunteer Units (CVUs)

The Certified Volunteer Units Program is intended to recognize an individual’s volunteer efforts in a TEEA club or association and their community. This award was established in Texas in 1983. It is also intended to help one grow personally in volunteer leadership skills and to show the volunteer how to use those skills in any one or more of several ways. For example:

- A club member may want to climb a "volunteer career ladder." That is, they may want to go on to more responsible volunteer positions within the TEEA organization or in other volunteer groups. This reason is a good one - volunteer leaders are made, not born, and they are needed more now in our democracy than ever before.

- A club member may want to look for paid employment now or in the future. Volunteer experience is becoming more and more accepted on an equal basis with paid employment, if described in comparable terms (job titles and descriptions of duties and responsibilities similar to paid employment) and properly documented (evidence is kept of the type and quality of work done).

- A club member may want to get academic credit for what has been learned as a TEEA community volunteer and as a homemaker. More and more institutions of higher education are giving academic credit for life experience, which of course, includes volunteer experience. For more information about this topic, visit the website for the Council for Adults and Experiential Learning (CAEL) at: www.cael.org. Their national headquarters office is located at: 55 East Monroe Street, Suite 1930, Chicago, Illinois, 60603. The phone number is: 312-499-2600. CAEL personnel may be able to tell you which colleges and universities near you offer credit for experiential learning.

What is a volunteer? A volunteer is an individual who agrees to do a job or perform a service for others (not a family member) for which the only pay is the satisfaction of a job well done. A volunteer shares time, knowledge, skills, materials, etc., with others.

What is a Certified Volunteer Unit (CVU)? A CVU is similar to the CEU (Continuing Education Unit) used to recognize individuals for completing adult and continuing education programs. The CVU is equivalent to 10 hours of volunteer effort. This includes hours spent in preparing to carry out a volunteer activity and hours spent directly in volunteer work within TEEA and the community. Therefore, you can count travel and telephone time that is part of your total volunteer effort.

How can I earn CVUs? By regularly recording volunteer service hours.

When you have accumulated at least 500 hours of total service and have had that time validated by the State CVU Chair, you will receive a certificate of recognition from TEEA for the exact number of hours submitted for the current year.

- Use a different page for each organization, and skip a couple of pages between organizations. If you volunteer often for an organization, you may want to use a different book for each organization.

- When you have accumulated 500 hours or more of volunteer time, enter the total hours for each organization on the summary sheet in the back of the log book and total all hours. Then enter your name, TEEA organization, full mailing address, telephone number, and county on the back of the summary sheet.

Only CVU books will be accepted—no copies or parts of books. You can obtain CVU books from District Directors, County Association Chairs, or state officers.

- All books to qualify must be filled out completely. See examples on the first few pages of the log book. Use as many lines as needed for explanation. The entire book is to be sent to the State CVU Chair before the deadline date.

- The State CVU Chair and committee reserve the right to grant or to refuse to qualify a CVU book according to the rules established.

- The books will be returned to you.

- A new book will be awarded along with the certificate/seals.

10/18
**4-H Scholarships**

The Texas Home Demonstration Association was organized in August, 1926 by 399 women attending a Farmer’s Shortcourse at A&M University. One of the purposes for organizing was to establish a scholarship for a deserving 4-H girl. This original scholarship of $200 has grown to 12 in 2002, given annually at $1000 each ($500 Fall; $500 Spring); however, in 1997, only four $1000 scholarships were given due to lack of funds. Funding of these scholarships began with a 5 cent donation per member in 1926. Scholarships are now funded through the annual TEEA budget and awarded to a 4-H boy or girl, one per District. The twelve $1500 TEEA State scholarships are open to any qualifying 4-H'er in the respective District where the youth lives, regardless of there being a TEEA or no TEEA in the county.

These scholarships are named for the following persons who have made a significant contribution to TEEA work in Texas. Information about them can be found on the following page.

- District 1: Alby K. Peters;  
- District 2: Lola Wheeler Smith;  
- District 3: Florence W. Low;  
- District 4: Helen W. Swift;  
- District 5: Janice Carter;  
- District 6: Jennie C. Kitching;  
- District 7: Claudia Williams;  
- District 8: Geraldine R. Zummer;  
- District 9: Meatra Harrison;  
- District 10: Bonnie Cox;  
- District 11: Edna W. Trigg;  
- District 12: Maggie W. Barry.

**Due Dates**

- February 15 – Recordbook must be in County Extension office for judging.
- March 1 – The winning county TEEA 4-H Scholarship Application packet and Texas 4-H Recordbook are forwarded to the District TEEA Director. Recordbooks judged and winners selected prior to District Spring Conference.
- District Spring Conference – Winners announced and Scholarships presented to recipients.
- May 1 – District TEEA Directors send a copy of the personal information page from the Texas 4-H Recordbook and a copy of the TEEA 4-H Scholarship Application to the TEEA President and TEEA Treasurer.

**4-H Scholarship Instructions**

Information and forms for the TEEA 4-H Scholarship are on included on pages 12-6 through 12-9.

Give these two pages to eligible 4-H'ers in the early Fall:

- TEEA 4-H Scholarship Guidelines for 4-H Applicants (page 12-6) and
- TEEA 4-H Scholarship Application (page 12-7).

These two pages are for internal TEEA use only and are not to be shared with 4-H applicants:

- Information Only for TEEA County Chair and TEEA District Director #___- TEEA 4-H Scholarship Judging (page 12-8) and
- TEEA 4-H Scholarship Score Card (page 12-9). Do not share this score card with 4-H applicants.

**4-H State Scholarship Report**

A State report form (Club, County, and District Scholarship State Report) is located on page 12-10 for the TEEA President to compile the total number and dollar amount for all Club, County, and District scholarships.
Texas Extension Education Association (TEEA) 4-H Scholarship
Guidelines for 4-H Applicants

ELIGIBILITY REQUIREMENTS:

- Be a United States citizen.
- Be currently an active senior 4-H member in good standing with county 4-H program for the last four (4) years.
- Demonstrate leadership and personal development through 4-H.
- Will attend an accredited institution of higher learning: university, community college, trade or technical school in fall following judging.
- Have not passed 19th birthday before January 1 of current year.
- Have not previously received a State TEEA scholarship.
- Complete a Texas 4-H Recordbook (updated through previous year’s Texas 4-H Recordbook judging deadline).
- Complete TEEA 4-H Scholarship Application and provide other required materials.

APPLICATION SUBMISSION PROCESS:

1. Postmarked on or before February 15, submit to the county AgriLife Extension office in a manila envelope:
   - Envelope labeled with the applicant’s name and county.
   - Only a black and white copy of Texas 4-H Recordbook from the previous year’s Texas 4-H Recordbook judging deadline of August 31 accepted.
   - Official high school transcript with ACT and/or SAT scores included.
   - Completed TEEA 4-H Scholarship Application.
   - Two letters of recommendation: one from a county Extension agent or 4-H club manager and one from a teacher, employer, or community leader (not a relative).
2. If the applicant wants these materials returned, include a postage-paid, self-addressed envelope and letter of request.

IF SELECTED AS A TEEA SCHOLARSHIP RECIPIENT:

1. State winners are recognized at each TEEA District’s Spring Conference and announced at the TEEA Spring Board Meeting.
2. If selected as a winner, applicants will send the following to the TEEA Treasurer, postmarked by July 15:
   - Completed TEEA Scholarship Personal Information form received from the TEEA President.
   - Official proof of enrollment and official class schedule postmarked by July 15th. If you have not registered before July 15, please send your schedule as soon as registered. Do not wait for your schedule before sending the other documents. Just note in your packet that your schedule will come at a later date.
   - Thank-you notes to TEEA District Director and TEEA President. The names and addresses of the TEEA District Director and TEEA President can be obtained from your local county AgriLife Extension office.
3. Checks for the 12 State $1,500 TEEA 4-H Scholarships ($750 Fall; $750 Spring) will only be sent to the institutions of higher learning named on the winner’s TEEA Scholarship Personal Information form. If the scholarship is not needed the first fall semester after judging, a request from the student must be made in writing to the TEEA President by July 15. The TEEA 4-H Scholarship must be used within a two-year time period.
4. After judging, the winning TEEA 4-H Scholarship Application form will be kept on file at both district and state levels. All submitted copies of Texas 4-H Recordbooks, transcripts, and personal information will be shredded to protect the winner’s identity, unless the winner includes a postage-paid, self-addressed envelope with a letter of request to have these materials returned.

Judging Criteria and Available Points to Award for the TEEA 4-H Scholarship

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Available Points to Award</th>
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</thead>
<tbody>
<tr>
<td>4-H Experience &amp; Projects</td>
<td>35</td>
</tr>
<tr>
<td>4-H Leadership, Citizenship, &amp; Community Service</td>
<td>30</td>
</tr>
<tr>
<td>4-H Honors</td>
<td>15</td>
</tr>
<tr>
<td>Non 4-H Leadership, Honors, Work Experience, Volunteer/Community Service</td>
<td>10</td>
</tr>
<tr>
<td>High school transcript with ACT and/or SAT</td>
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</tr>
<tr>
<td>Total Available Points to Award</td>
<td><strong>100</strong></td>
</tr>
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</table>

10/18
# TEEA Scholarship Personal Information Form
(for Winners of TEEA Scholarships Only)

<table>
<thead>
<tr>
<th>Name</th>
<th>__________________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
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</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone #</td>
<td>Email Address</td>
</tr>
<tr>
<td>District</td>
<td>________________</td>
</tr>
<tr>
<td>Student ID Number</td>
<td>__________________________________________________________________________</td>
</tr>
<tr>
<td>College/Institution Name</td>
<td>__________________________________________________________________________</td>
</tr>
<tr>
<td>Mail Scholarship Check to:</td>
<td>__________________________________________________________________________</td>
</tr>
</tbody>
</table>

  Attn: __________________________________________________________________________

  Address __________________________________________________________________________

  City | State | Zip |

Provide any additional information that might be useful for proper routing of scholarship funds to your account at the named institution.

Complete and return 1 copy to:

**TEEA President:** Nyanza Price  
29468 FM 831  
Oakwood, TX 75855

**Return 1 copy to:**

**TEEA Treasurer:** Ola Culwell  
250 Horseshoe Dr.  
Springtown, TX 76082

10/18
**TEEA Adult Career Scholarships**

Two Adult Career scholarships were established in 1983 to be awarded annually, beginning in 1984. A third scholarship was established in 1986. A fourth scholarship was established in 1990. A fifth scholarship was established in 1991 and awarded in 1992. The five scholarships were named for past Texas Extension Education Association, Inc. Presidents. However, due to lack of funds in 1997, only two scholarships were given. At present, the two scholarships are named for the past two TEEA Presidents: **Cathy Hanzik and Julia Moseley**. The amounts of the scholarships are reviewed each year by the Finance Committee.

Upon completion of a TEEA President’s term of office, that TEEA President’s name will be added as the name of the second Adult Career Scholarship, shifting the other TEEA Presidents’ names up, eliminating the top name, and keeping the last two former TEEA Presidents’ names as names of Adult Career Scholarships.

Funds for these scholarships are included in the annual TEEA budget. However, contributions to the Adult Career Scholarship Fund are an excellent way in which to honor friends and loved ones through donations and memorials.

**General Information**

1. The applicant must be an active member of TEEA (minimum of 2 full years) and enrolled in an accredited institution at the time of application submission.

2. The applicant will complete The Adult Career Scholarship Application (page 12-13) and the Resume for Adult Career Scholarship Application (pages 12-14 and 12-15). These forms must be submitted to the District Director by March 1.

3. Each district may have only one entry. The District Director will appoint judges to select one entry for competition at the state level.

4. The District Director will give the district’s winning adult scholarship entry to the Adult Career Scholarship Committee Chair at the Spring Board Meeting.

5. The TEEA President shall appoint a committee annually to award TEEA Adult Career Scholarships.

6. The committee will judge the districts’ winners entries at the Spring Board Meeting.

7. The Adult Career Scholarship winner(s) will be notified by the Adult Career Committee Chair.

8. Two Adult Career Scholarship winners and two alternates will be announced during the Spring Board Meeting.

9. The winners will complete the TEEA Scholarship Personal Information form enclosed in a letter from the TEEA President. This form will be returned by July 15 to the TEEA Treasurer, providing information about the institution to which the scholarship will be sent. At that time, the check will be mailed directly to the school. No money will go directly to the scholarship winner.

10. Have the scholarship recipient complete the Release for TEEA Adult Scholarships form (page 12-16).
TEEA Adult Career Scholarship Application

Name: ____________________________________________________________

Age: ______________

Address: __________________________________________________________

____________________________________________________________________

Institution Attending__________________________________________________

Institution Address and contact phone number________________________________

____________________________________________________________________

Email Address: ______________________________________________________

County: _____________________________________________________________

District: _____________________________________________________________

Phone Number: _______________________________________________________

Due: County Association Chair will submit to District Director by March 1

District Director will submit the winning applicant’s papers to the Adult Career Scholarship Committee Chair at the Spring Board Meeting

10/18
Resume for TEEA Adult Career Scholarship Application

I. Personal Information

A. Marital Status
   1. Single ( )
   2. Married ( )
   3. Widowed ( )
   4. Divorced ( )

B. Spouse’s Occupation: _______________________________________________________

C. Number of Dependents: _____________________________________________________

D. Special Activities and Hobbies: _______________________________________________

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

E. TEEA Club Background: (Must include number of years in TEEA club)

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

10/18
II. Education: __________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
III. Work Experience and/or Volunteer Activities: ____________________________
________________________________________________________
________________________________________________________
________________________________________________________
IV. School to Be Attending: ______________________________________________
Courses to Be Taken: _________________________________________________
Estimated Cost: _______________________________________________________
Estimated Time of Completion: _________________________________________
V. References: A letter of reference from each of the following should be attached to this form:
A. TEEA Club or County Officer
B. Professional
C. Personal (not a member of family)

VI. Narrative: Attach a separate page. The narrative should be approximately 200 words. Include why you want this scholarship, your financial need of the scholarship, how this scholarship will help you, and the opportunities available upon completion.

Score Card

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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</thead>
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<td>Applicants Need</td>
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<tr>
<td>TEEA Background</td>
<td>15</td>
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<tr>
<td>References</td>
<td>15</td>
</tr>
<tr>
<td>Narrative</td>
<td>25</td>
</tr>
<tr>
<td>Potential for use of study</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

10/18
Release for TEEA Adult Scholarships

Dear Scholarship Recipient

We have included a fill-in-the- blank press release for your use. Please complete the information, and submit it to your local newspaper within one week of this notification.

Local TEEA Member to Be Awarded Scholarship

__________________________________________ of ____________________________________________, a member of the _____________________________ Extension Education Club, will be awarded the ____________________________________________ Scholarship in September by the Texas Extension Education Association, Inc. at the State Meeting of the Association in ____________________________, Texas. (Use the following lines to tell something about yourself, your family, and your interests.)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

__________________________________________ will be using the scholarship to further her education in: ____________________________________________

The Texas Extension Education Association, Inc. annually awards two scholarships to deserving members of the Association.
TEEA Alumnae Scholarship

In 1995, one Alumnae Young Adult Scholarship was established by the TEEA Alumnae Committee. It has been awarded annually since 1996. The initial scholarship was $500.00. In 2003, the TEEA Board voted to name two scholarships: the Jane Leathers and the Ruth Taylor Young Adult Scholarships. In 2011, the TEEA Board voted to add two additional scholarships in the names of Dr. Bonnie McGee and Dr. Judy Warren. In 2014, the scholarship was renamed TEEA Alumnae Scholarship. In 2018, the Board approved naming two additional scholarships after Velma Tate and Bobbye Elmore. Any additional scholarships will be named for the immediate past TEEA President.

The number of scholarships and the amount are dependent on availability of funds. Funds for the scholarship are raised by donations, memorials, and fundraisers by members of the Alumnae Committee. Anyone may contribute to this scholarship fund.

A promotional handout about this scholarship is on the following page.

General Information
1. The applicant must be a former 4-H member or the son/daughter, grand or great grandchildren of a current TEEA member.
2. The applicant must be between the ages of 19 (as of September 1 of the current year) and 24 at the time of application.
3. Applications will be available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is located on the pages 12-19 and 12-20, and on the TEEA website. Applications will also be sent to selected Texas colleges and universities. Any TEEA member or Extension agent can make the application available to anyone interested in applying for this scholarship.
4. Completed applications will be sent directly to the State Alumnae Committee Chair and must be postmarked by April 1, with a copy to the TEEA President.
5. Applications will be judged at the TEEA Spring Board Meeting.
6. Applications will be acknowledged and the winner notified by the Alumnae Chair immediately after judging is completed. The TEEA Scholarship Personal Information Form (page 12-10) will be sent to the winner. The form is to be completed and returned - one copy to the TEEA President and one copy to the TEEA Treasurer - to designate the institution to which scholarship funds will be sent.
7. The applicant must remain a full-time student, or the amount will be returned to TEEA.
8. The scholarship(s) may be applied for use at the beginning of the school semester and used as needed.
Sample Promotional Handout about the Alumnae Scholarship

TEEA Alumnae Scholarship
Applications Being Accepted!

To: TEEA Directors & County Chairs:

Please encourage your members to publicize the TEEA Alumnae Scholarship.

The number of scholarships and the amount are dependent on the availability of funds. The scholarships are funded by donations, memorials, and fundraisers by members of the Alumnae Committee.

The applicant must be:

- a former 4-H member or the son/daughter, grand or great grandchild of a current TEEA member, and
- between the ages of 19 (as of September 1 of the current year) and 24.

Applications are available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is also located in the TEEA Manual (Chapter 12) and on the TEEA website (teea@tamu.edu).

Applications are due by April 1 to the Chair of the TEEA Alumnae Committee.

Applications will be judged at the TEEA Spring Board meeting and winners will be notified after the meeting.

The applicant must remain a full-time student, or the amount will be returned to TEEA.

The scholarship may be applied for use at the beginning of the school semester and used as needed.
TEEA Alumnae Scholarship Application

An TEEA Alumnae Scholarship with a minimum of $500 will be awarded by the Texas Extension Education Association, Inc. The number of scholarships and the amount may be increased depending on availability of funds.

Submit an application to the TEEA Alumnae Chair, with a copy to the TEEA President, postmarked by April 1:

Grace Glaze, TEEA Alumnae Chair
2835 CR 385 Road
El Campo, TX 77437
Phone: 979-543-4168
Email: graceglaze38@yahoo.com

Nyanza Price, TEEA President
29468 FM 831
Oakwood, TX 7555

The criteria for this scholarship are:

1. Must be between the ages of 19 (as of September 1 of the current year) and 24.
2. Must be a former 4-H member: Your County ___________ Years in 4-H ___________
or the son/daughter/grand or great grandchild of a current TEEA member.
   The TEEA member’s name and Your relationship: ____________________________
3. Have you received this scholarship before? No ____ Yes ____ When? _________________

Name ___________________________________ Student ID# ________________
(Last) (First) (Middle)

Mailing Address __________________________________________________________
Street/P.O. Box __________ City, State, Zip

Date of Birth ____________________________ Age ____________________

High School attended ____________________________ Year graduated ______________

Colleges/schools attended ________________________________________________

Present college/university/school ____________________________________________
_________________________ Major ____________________________ Minor

Please list your activities, honors, club memberships, etc.

College ________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Church _________________________________________________________________

Other _________________________________________________________________

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Estimated graduation date __________________________________________

Plans upon graduation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Volunteer work (present)
College/school __________________________________________________________
________________________________________________________________________
________________________________________________________________________

Church _________________________________________________________________

Community/other _________________________________________________________
________________________________________________________________________
________________________________________________________________________

Financial Status

List scholarships you are receiving (names, amounts and time period) per semester # of years
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Parental support ___________________________ Spousal support/resources _______

Other support ____________________________________________________________

Work experience __________________________________________________________

Part time employment during school year $ ________________________________

Type of work _____________________________________________________________ hours/week

Summer-time employment $ ________________________________________________

Type of work _____________________________________________________________ hours/week

Please furnish the following:

1. References: a letter of recommendation from each of the following:
   A. Advisor/Professional
   B. Personal (not a family member)

2. Narrative: Attach a separate page. The narrative should be approximately 250 words. Include why you want/need this scholarship and your personal plans upon graduation.

3. An official or unofficial transcript of your college/school grades (attach to the scholarship application).

4. Proof of enrollment

Score Card:
A final decision will be made by TEEA Alumnae Scholarship Committee:

Applicant’s need 30 points
References 5 points
Narrative 30 points
Potential for use of major 25 points
Neatness and Grammar 10 points
Total 100 points

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