

**County changed pages for
2020-2021
TEEA Manual
(Chapter 6)**

Duties, Responsibilities, and Forms for County Association Officers

Chapter 6

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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 four copies of this list to the District Director by October 15.
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. Dissolution of Organization Form (page 6-52) should be completed and copies sent as indicated on the form.

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).

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. **Check Emeritus** if an Emeritus member and **Check the Messenger Paid** if a Messenger subscription has been purchased. Send **four** copies along with the dues to **District Director** by **October 15**. Use only this form anytime you send in dues. Keep original for county records.

	New	Emeritus	Name (last name, first name)	Complete address	Phone Number	Email	Messenger Paid
1	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
13	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
16	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
17	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
18	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
19	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
20	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>

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:

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 (refer to page 6-49) and the 990 Consultant.

Financial Management Procedures

Instructions for Writing Checks

Name of Club/District	Check Number 123456
Pay to the Order of: <u>TEEA, Inc.</u>	\$_____ (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 (4 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 Community Health.

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.**

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 \$27.20 per hour?

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2020 based on Bureau of Labor Statistics wage data (<https://independentsector.org/value-of-volunteer-time-2020/>).
- Texas A&M AgriLife Extension Service adopted the Independent Sector rate for all volunteer programs in 2011.
- TEEA adopted the 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 & Community Health 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.

County Association Monthly Report, 2020-2021
Educational Programs, TEEA Volunteer Hours, and Scholarships for _____(month)

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.

	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$27.20 =)	Total Donated
PROGRAMS	Origami: The Art of Paper Folding										
	Thanks for the Memories										
	Your Kitchen, Your Food, Your Health										
	Coping with Grief										
	Other										
	TOTAL										

Total from Attendance at TEEA Monthly Meeting and non-TEEA Presentations (F = Female; M = Male)											
White		Black		Hispanic		American Indian		Asian/Pac. Islander		Total	
F	M	F	M	F	M	F	M	F	M	F	M

HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	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.				
	Activities/Projects/ Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$27.20 =)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
	Scholarships				\$
		Total Donated: \$			

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Month of _____
\$ _____		\$ _____		\$ _____

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County Annual Report, 2020-2021

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	Program Titles	Number Presented by Club Member	Number Presented by Guest Speaker	Number of TEEA attendees	Number of Non-TEEA attendees	Total Number Reached	Materials for Program (dollars)	Program Planning (hours)	Program Length (hours)	Time Value (hours x \$27.20 =)	Total Donated
	Origami: The Art of Paper Folding										
	Thanks for the Memories										
	Your Kitchen, Your Food, Your Health										
	Coping with Grief										
	Other										
	TOTAL										

HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs	Number of newspaper notices or articles about club meetings/programs:				
	Scholarship Amount	4-H (Include scholarship name)		Other (adult, etc.)	
	\$				
	\$				
	Total \$				
	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.				
	Activities/Projects/Meetings	Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash	Hours	Value of Time (hours x \$27.20 =)	Total Donated
	TEEA	\$			\$
	4-H	\$			\$
	Community	\$			\$
	Coins for Friendship				\$
	Dollars for Scholars				\$
Scholarships				\$	
			Total Donated: \$		

Total Program Dollars	+	Total Honor Roll of Counties Dollars	=	Total Value Donated for Year 2020-2021
\$		\$		\$

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: Nyanza Price and Millie Barrow. 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 his/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 District Director at the District Spring Conference to be delivered to the TEEA Adult Career Scholarship Committee Chair 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 district 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 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. 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. At the time of application, applicants must be a high school graduate by September 1 and be less than 25 years old.
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:

Julia Moseley, TEEA Alumnae Chair
503 Alleson Road
Springtown, TX 76082
Phone: 817-220-7759
Email: moseley67@verizon.net

Kay Jacob, TEEA President
625 CR 91
Bishop, TX 78343

The criteria for this scholarship are:

1. Must be eligible to graduate by Sept. 1 and be less than 25 years old at the time of application.
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 _____

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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 \$27.20! Showing TEEA’s value can be a recruitment tool for new members.

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <i>Education Programs</i> _____		_____ <i>Texas Extension Education Association</i>

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$
MEMO <i>Honor Roll of Counties</i> _____		_____ <i>Texas Extension Education Association</i>

IRS Requirements for Non-Profit Organizations

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 President and 990 consultant**.

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 (available at <http://www.irs.gov/app/ePostcard>):

- 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.

Dissolution of Organization

District: _____ County: _____

Name of Organization: _____

Date of Dissolution: _____ EIN of Organization: _____

President of Organization at time of Dissolution:

Name: _____

Address: _____

Phone #: _____ E-mail: _____

In the event of dissolution of an organization (club or county), after settling all outstanding accounts, the club or county shall distribute its assets to an organization(s) that has qualified for exemption under Section 501 (c)(3) of the Internal Revenue Code, i.e. 4-H, other charitable organizations, etc. The Chair shall notify TEEA Treasurer of the Dissolution.

Balance in bank checking account: \$ _____

Balance in other account(s) i.e. CDs \$ _____

Cash on hand: \$ _____

Organization(s) and amount(s) donated to:

Organization President:

_____ Date: _____

County Chair:

_____ Date: _____

District Director:

_____ Date: _____

Sign and make 4 copies to send to District Director, TEEA Treasurer, TEEA President and TEEA 990 Consultant. Keep Original in County files.