

**District changed pages for
2020-2021
TEEA Manual
(Chapter 7)**

Form Management and Other Activities Tool - District Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
District Director	Inventory of Forms & Funds Received (pg 7-9)		—	—	
District Director		Remit membership dues	As received	TEEA Treasurer	
District Director		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
District Director & District Treasurer		Repay cash advance if district hosted state conference and received advance	Oct. 15	TEEA Treasurer	
District Director	TEEA County Association List of Presidents and EINs – County Form (received from County Chairs)		Nov. 1	TEEA 990 Consultant	
District Director	TEEA List of Association Officers – District Form (received from County Chairs)		Nov. 1	TEEA First VP for Leadership	
District Director	TEEA District EINs Form (page 7-10)		Nov. 1	TEEA 990 Consultant	
District Secretary	Roll Call of Counties Report (page 7-36)		District Fall Training & District Spring Conference		
District Director	Texas Treasure Award nomination (received from County Chairs)		Feb. 1	TEEA President	
District Director	Texas Leadership Award nomination (received from County Chairs)		Feb. 1	TEEA President & First VP for Leadership	
District Director	TEEA Application for 20/25/30/etc. Year Member Certificate (received from County Chairs)		Feb. 1	TEEA President	
District Director	TEEA Application for 20/25/30/etc. Year Club Recognition (received from County Chairs)		Feb. 1	TEEA President	
District Director		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	
District Director & District Treasurer	Host District Financial Agreement (page 7-30)		No later than March 1	TEEA Treasurer	
District Director	Copy of the winner's TEEA 4-H Scholarship Application form/ and personal information from TX 4-H Recordbook		May 1	TEEA President & Treasurer, District Director	

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
District Director	TEEA Adult Career Scholarship nominee (from County Chairs)		District Spring Conference (May)	Adult Career Scholarship Committee Chair	
District Director	File IRS Form 990 E or Form 990		May 15	IRS	
District Director	District Financial Statement for Fall Training and Spring Conference (page 7-11)		Spring Board Meeting (May)	TEEA Treasurer	
District Director		Coins for Friendship (sending funds)	June 1	TEEA Treasurer	
District Director		Dollars for Scholars (sending funds)	June 1	TEEA Treasurer	
District Director & Education Chairs		<i>The TEEA Messenger</i> articles due for Issue II	June 1	<i>Messenger</i> Editor	
District Director	State Conference Registration		July 15	TEEA Treasurer	
District Director	District EINs Form (page 7-10)		Aug 1	990 Consultant & President	
District Director	___ District Annual Report (pages 7-12 & 7-13)		Aug. 1	TEEA First VP for Programs & President	
District Director		Names of First Time Members to attend Conference	Aug. 1	TEEA Treasurer	
District Director	Cultural Arts Winners – District Form (pages 7-14 & 7-15)		30 days prior to TEEA State Conference	Host District Director & Extension RPD	District Director
District Director or County Chair		Resolutions	No later than 10 days prior to State Conference (September)	TEEA President	
District Director	Form B - District _____ Registration Credentials List (page 7-47)		State Conference (September)	Conference Registration	
District Director	Form C - TEEA State Credentials List (page 7-48)		State Conference (September)	Credentials Committee	
District Director	Form D - District _____ Credentials Report (page 7-49)		State Conference (September)	Credentials Committee	
Host District Director in charge of State Cultural Arts Show	State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34)		State Conference (September)	TEEA President	
District Director	Annual Review of TEEA District Funds (page 7-40)	Appoint a review committee	End of fiscal year	Present to membership	

08/20

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District _____ Annual Report, 2020-2021 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.**

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 clubs/county/district to support other individuals or groups, including community and FCH 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
\$ _____		\$ _____		\$ _____

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 \$27.20

 Texas Extension Education Association, Inc.	
PAY TO THE ORDER OF _____	\$ <input type="text"/>

MEMO <i>Education Programs</i> _____	<i>Texas Extension Education Association</i>

 Texas Extension Education Association, Inc.	
PAY TO THE ORDER OF _____	\$ <input type="text"/>

MEMO <i>Honor Roll of Counties</i> _____	<i>Texas Extension Education Association</i>