

**Club changed pages for
2021-2022
TEEA Manual
(Chapter 5)**

- Act as Chair of the Program Committee
- Attend the Association meeting if the Club President is not available.

Club Secretary

- Keep minutes of all meetings. Minutes should be retained permanently either by paper or digitally.
- Keep all documents belonging to the club.
- Write correspondence for the club.
- Distribute TEEA Memorial and TEEA Honorarium forms as needed.
- Along with the Club President, sign endorsement letter of club member applying for District or State Officer/Board position.

Club Treasurer

- Receive and disburse all monies as the club may direct.
- Report in full all money the club may direct to the club.
- Transmit dues, etc., to the County Association Chair, using the club membership form (page 5-8).
- Use proper procedures for money management, including recordkeeping, deposits, disbursements, and records review. 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>.
- The Club Treasurer completes IRS form 990 if county association exceeds a gross income of \$50,000 and submits it by May 15 to the IRS. If income is below \$50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS (instructions on page 5-31). **TEEA's 501(c)(3) status (documentation on page 5-32) depends on meeting these IRS requirements at all levels of the organization annually. The web address is: www.irs.gov/app/ePostcard.**
- 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. If you are ordering from your Club, send the completed TEEA Name Badge Order Form (page 5-35) 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.** Badges may also be ordered through your County Association or 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.
- Provide to members an accounting of club income and expenditures, and itemize checking, savings accounts, CDs, and other club assets each year using the Annual Review of TEEA Club Funds form (page 5-30). Establish a review committee to complete this form with you.
- In case of dissolution of the club, all monies or other assets would be given to a 501(c)(3) organization such as another TEEA club or county association or 4-H club. Dissolution of Organization Form (page 5-38) should be completed and copies sent as indicated on the form.

Club Reporter

- Write articles of club activities and events for *The TEEA Messenger* and any county communications.

Club Historian

- Maintain a record of club activities and events.

Club Association Delegate(s)

- Any three club members can serve as delegates to the county association and vote.
- Report activities of the association to the club.

Form Management and Other Activities Tool - Club Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
Club President	___ Club Monthly Report (pages 5-19 & 5-20)		After each club meeting	County Extension agent - FCH	
Club President	TEEA Membership List - Club Form (page 5-8)	Remit membership dues and Emeritus <i>Messenger</i> subscriptions, payable to County Association	Oct. 1	County Chair	
Club VP or Appointee		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
Club Treasurer	TEEA Name Badge Order Form (page 5-35) (Group order for new members)		Nov. 1	Name Badge Chair	
Club President	TEEA Application for 20/25/30/etc.-Year Member Certificate (page 5-23)		Nov. 1	County Chair	
Club President	TEEA Application for 20/25/30/etc.-Year Club Recognition (page 5-24)		Nov. 1	County Chair	
Club President	Texas Treasure Award (page 5-26)		Nov. 1	County Chair	
Club President	Texas Leadership Award (page 5-28)		Nov. 1	County Chair	
Club VP or Appointee		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	
Club President & Secretary	Letter endorsing candidacy of Club Member for State Office or Board position		March 1	District Director	
Club President		Coins for Friendship (sending funds)	May 1	County Chair	
Club President		Dollars for Scholars (sending funds)	May 1	County Chair	
Club VP or Appointee		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> Editor	
Club Treasurer	990-N (e-postcard) or 990		May 15	IRS	
Club President	___ Club Annual Report (pages 5-21 & 5-22)		July 1	County Chair	
Club Treasurer	Annual Review of TEEA Club Funds (page 5-30)	Committee appointed to Review	Annually	County Chair and Club Members	

TEEA 2021-2022 State Education Programs

A Shot at Good Health

Objectives:

1. Describe the difference between viral and bacterial infections.
2. Describe the difference between vaccines and antibiotics and how they work.
3. Examine the Centers for Disease Control and Prevention's Adult Immunization Schedule.
4. Identify communication strategies to meaningfully discuss the importance of vaccinations.

The Buzz About Bees

Objectives:

1. Explain the importance of bees and the risk of extinction.
2. Identify the process and importance for insect pollination for food security.
3. Identify various types of bees.
4. Identify and describe the plant and insect adaptations that help insect pollination.

Internet Safety for Parents, Guardians and Community Members

Objectives:

1. Discuss dangers and overall trends that the National Center for Missing and Exploited Children are seeing with cyber bullying, online enticement, sexting, and online safety for our children.

Cooking with Herbs: The Healthier Option

Objectives:

1. Discuss why and how to cook with herbs.
2. Discuss how to grow herbs.
3. Discuss popular herbs.
4. Demonstrate easy herb recipe.

Club Community Service Honor Roll of Counties

Community service is an important part of TEEA club 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 \$28.54 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, 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.

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 - \$28.54 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 28.54 =)," 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 \$28.54 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 \$28.54) multiply the total hours and partial hours (i.e., 10.5 hours) times \$28.54, 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 FCH 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 x \$28.54)," multiply the total hours and partial hours (i.e., 10.5 hours) times \$28.54, 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 28.54)," multiply the total hours and partial hours (i.e., 10.5 hours) times \$28.54 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

- s. On the 14th row, enter the “Total Donated” by adding rows 8-13 and entering it in column five.
5. Total Value Section/Table
- For this last section, enter the total from Programs (column eleven, row seven) into the box “Total Program Dollars.” Enter the total donated from Honor Roll of Counties (column five, row six) into the box “Total Honor Roll of Counties.” Add these two totals and enter in the last box, “Total Value Donated for Month of (current month).”
6. Optional Monthly Program Highlight
- This section can be used to describe:
 - specifics about any of the state TEEA-recommended programs that add details of note;
 - “other” program(s) of significance;
 - a special approach or strategy (different from the usual club program method of disseminating information to TEEA members) to reach others in the community (i.e., radio program, new article series, other innovative ideas used).
7. Submit the Club Monthly Report to the FCH Agent /County Extension Office by the first of each month. Keep a copy for the club files. Add figures from all Club Monthly Reports for the Club Annual Report. Provide the Club Annual Report to the County Chair by July 1.

After each month is reported, you can use the Excel format of the Club Monthly Report form from the TEEA website to add the new month’s totals. Using this form will be quick and could help with accuracy since the addition and multiplication is automatic.

Club Monthly Report, 2021-2022 Month: _____
Educational Programs, TEEA Volunteer Hours, and Scholarships

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	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 \$28.54=)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	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		Total Number
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 club 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 \$28.54 =)	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 _____
\$ _____		\$ _____		\$ _____

Club Annual Report, 2021-2022

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.



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 \$28.54 =)	Total Donated
	A Shot at Good Health										
	Internet Safety										
	Cooking with Herbs										
	Buzz About Bees										
	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 club 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 \$28.54=)	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 2021-2022
\$ _____		\$ _____		\$ _____

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/> 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 \$28.54!

 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>

The TEEA Messenger

The TEEA Messenger is the official publication of the Texas Extension Education Association, Inc. It is published three times a year by the Association to promote and report the work of the association.

The TEEA Messenger Editor is elected in even-numbered years by the TEEA Board of Directors at the TEEA Spring Board meeting for a two year term and may be re-elected. Additional information may be found in Article XXI of the TEEA Bylaws.

- Send a change of mailing address to the Editor promptly. The Postal Service does not forward *The TEEA Messenger*. Instead, the label is cut off, mailed to the Editor, and postage is collected by the Postal Service for each incorrect address.
- The current *TEEA Messenger* Editor is: April Thompson
921 CR 1103
Maud, TX 75567
teamessenger2020@gmail.com

- ***The TEEA Messenger* Articles and Due Dates**

The Club Vice President or the Club President's appointee will develop and submit articles to the *TEEA Messenger*. Deadlines for articles for *The TEEA Messenger* are:

Spring: February 1; Summer: May 1; and Fall: October 1.

Articles received in *The TEEA Messenger* office after these dates will be held for a subsequent issue. *The TEEA Messenger* will be printed and mailed by the first of the month following the deadline.

Articles for *The TEEA Messenger*

Members are encouraged to submit articles for publication in *The TEEA Messenger*. An article should have a central theme and be of interest to a large number of TEEA members.

Articles can share an idea, provide current information on a project or program, or describe or recommend suggestions for club programs.

- Articles should not exceed 250 words in length. Articles should be typewritten and double-spaced on one side of an 8½ x 11 sheet of paper. For electronic submission of articles, use Microsoft Word software and a 12 point New Times Roman font. Attach your electronic file in an email to the Editor.
- Pictures make *The TEEA Messenger* articles come alive for others. Submit clear action photos. Black and white prints reprint best; however, color photos can be used, also. Write names, county, or other identification on the back of the photo or on an attached sheet of paper. Use a .jpg format for electronic submission of pictures.
- If you want a photo returned to you, you must include your name and address on the photo identification, and send the Editor a self-addressed, stamped envelope when you submit the photo.
- All TEEA members will receive *The TEEA Messenger*.

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 \$13.00, which includes shipping and handling (\$12 at State Conference). 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 quarterly (November 15, February 15, May 15, and August 15). Orders must be received by Name Badge Chair by the 14th of these months.
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.**

County:	District:	Standard	Magnetic
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			
Name:			

Below, PRINT the name and address of the County Chair for shipping all name badges.

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

The current Name Badge Chair is: Millie Barrow
 609 CR 461
 Eastland, TX 76448
 Phone: 254-631-6228
 Email: milliebarrow15@gmail.com