

Duties, Responsibilities, and Forms for Club Officers

Chapter 5

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TEEA Leadership

Leadership development is an important part of the TEEA organization. Effective leadership is important for the effective functioning of the organization.

What is a Good Leader?

A good leader is a person who:

- Realizes the potential power in (10, 15, 20, or ?) brains
- Knows how to draw out and use that power
- Knows how and delegates responsibilities
- Is quick to recognize and praise an idea that comes from someone else
- Refers to the members, as a group, all matters that concern them
- Maintains a friendly and helpful relationship with each member and with the group as a whole
- Tries to be fair and just
- Consciously practices democratic techniques
- Encourages others so they can experience success
- Believes that as many members as possible should have a chance to take responsibility and exercise leadership
- Has communication skills (writing, speaking, listening)
- Is reliable and dependable

It helps a leader to function more effectively if he/she knows the duties and responsibilities of the position. The number of officers and committee chairs differ from county to county. The following two pages have a list of the duties of the various levels of officers.

Duties of Club Officers

Club President/Chair

- Preside at all meetings.
- Call meetings to order at the appointed time.
- Appoint necessary committees.
- May serve on the County Association.
- A Form Management and Other Activities Tool - Club Level (page 5-5) is included for your use as you perform your duties as Club President. It is only for your use and is not sent to anyone else.
- Complete the TEEA Membership List for Clubs form (page 5-8). Alphabetize the list by last name, and place a checkmark under “New” if the person listed is a new club member. Place a checkmark under “Emeritus” if an Emeritus member and Check “Paid” if a Messenger subscription has been purchased for the Emeritus member. Include your Club’s Employer Identification Number (EIN). Make two copies of the list and send them along with the dues to County Association Chair by October 1. Make the check for dues payable to the County Association. Use only this form for membership.
- 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. Complete the Club Monthly Report (pages 5-19 and 5-20) and give to the county Extension agent - FCH each month to report to the State of Texas. Include any 4-H scholarships. This form incorporates the Education Program report and the Honor Roll of Counties report into one form. (See the Excel fillable form on the TEEA website.)
- Aggregate the Club Monthly Reports into one Club Annual Report (pages 5-21 and 5-22) and send to the County Association Chair by July 1. Create “Big Checks” to show the dollar value of club volunteer work. (See the Excel fillable form on the TEEA website.)
- Complete the following forms:
 - TEEA Application for 20-Year, and in 5-year increments, Member Certificate (page 5-23), which is due to the County Association Chair by November 1.
 - TEEA Application for 20-Year, and in 5-year increments, Club Recognition (page 5-24), which is due to the County Association Chair by November 1.
 - Texas Treasure Award (page 5-26), which is due to the County Association Chair by November 1.
 - Texas Leadership Award (page 5-28), which is due to the County Association Chair by November 1.
- Provide members with information about the TEEA name badges.
- Appoint the Club Vice President or another club member to develop articles for *The TEEA Messenger* for the year. Due dates are: February 1, June 1, and October 1.
- Forward club nominations for the Alumnae Scholarship to the County Chair (see Chapter 12 for further information).
- Notify the County Association Chair and the District Director of any qualified members who have been County Chair or Vice Chair for one year and wish to run for District Director-elect, or other District or state office. When presenting a candidate, a club must notify the District Director in writing two weeks prior to the District Spring Conference, giving the candidate’s name and qualifications. The endorsement must be signed by the Club President, Club Secretary, County Association Chair and County Association Secretary.

Club Vice President/Vice Chair

- Perform the Club President's duties in absence of the Club President.

- 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	

Club Meetings and Educational Programs

Extension Education clubs are made up of persons who work with the county Extension agents to plan and carry out educational programs for home, family, and community enrichment. Local clubs have a variety of programs at their meetings during the year. The programs are determined at the beginning of the year by members in the counties based on the following:

1. TEEA Education Committee Recommendations. Education Committee Chairs coordinate four workshops at the TEEA State Conference at which County Delegates are trained and receive educational materials. Delegates return to their counties and present the recommended programs to clubs and other county audiences. There is also a Leadership Lesson that can be presented locally.
2. Family and Community Health Priority Area. One program per year may be taught by the county Extension agent-FCH to each club. Additionally, the agent may provide one countywide educational program for all club members. Another option is for FCH agents from several counties to provide leader training for club leaders to teach at a club meeting or a countywide club meeting.
3. Special Interest. Programs are presented by a club member or resource person.
4. Clubs may choose to develop a club pledge. Here's an example written by Phyllis McMakin in 2012:
I pledge to support and uphold the _____ (club name) with my dues, my attendance and my words; through recruitment of new members, work on our adopted projects, assistance in educational programs, my resources of time, money and commitment to 4-H scholarships and community projects, and my devotion to God, my family, my community and my world.

How to Have Good Meetings

1. Start on time.
2. Thank the hostess.
3. Call the meeting to order.
4. Carry on business quickly and efficiently.
5. Have a well-planned educational program.
6. Actively involve members.
7. Adjourn on time.

A sample agenda for club meetings is provided on the following page.

Other Ideas

1. Plan projects that your club can have pride in, gain recognition, and enjoy. Decide early what is basic regarding projects, what is expected of all members, and what is optional. Don't expect everyone to be involved in everything.
2. Involve all members. Ask members to do jobs that challenge them.
3. Develop leadership in the clubs and county. Do not use the Extension agent all of the time.
4. Do not make too many demands on one person. It will cause you to lose members.
5. Match club members to jobs. And praise them for a job well done!
6. Plan to offer scholarships for your own members.
7. In order to grow, appoint a Membership Chair and committee.
8. To have good TEEA programs based on the recommendations, appoint county chairs to see that they are carried out.
9. Wear your pin and name badge proudly – let people know who you are.

Do we have members fit organization's needs, or do we fit the individual's needs?

The road to success is not a highway; it is a try-way!!!

Try new ideas!!!

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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 _____.

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TEEA Membership List – Club Form

Club: _____ Total Members: _____ Date: _____ EIN: _____

Print (legibly) or type information below. One list per club. Alphabetize by last name. Check New if a new member. Check Emeritus if an Emeritus member and Messenger Paid if a Messenger subscription has been purchased for the Emeritus member. Make 2 copies and send along with the dues to County Chair by October 1. Make the check payable to the County Association Treasurer. Only use this form any time you send in dues.

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

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.

TEEA Programming Resources

The following are some aids to support programming by TEEA clubs. If you have questions about accessing any of these resources, please contact your county Extension office.

1. TEEA Website: <http://teea.tamu.edu>

The TEEA website is your source for the most up-to-date information regarding programming efforts, materials available, and updates to procedures and forms that your club may need. This space is **yours**, and materials are easily posted and/or removed as you see fit.

To access the TEEA website, go to: <http://teea.tamu.edu>. For information about posting information, documents, etc., please e-mail Joyce Cavanagh at JACavanagh@ag.tamu.edu.

2. National Institute on Aging, The National Institutes of Health - Age Pages

National Institute on Aging (NIA) leads a broad effort to understand the nature of aging and to extend the healthy, active years of life. NIA provides leadership in aging research, training, health information dissemination, and other programs relevant to aging and older people. The NIA Age Pages provide information and resources about common conditions that may accompany aging.

Resources and materials from NIA may be accessed and downloaded (for free, in most cases) in English and Spanish from: <https://www.nia.nih.gov/health/publication/all>. They may also be available in print form (for free, in most cases) in English and Spanish by ordering on-line.

3. Universal Design Living Devices

There are many simple, inexpensive devices that can make daily activities easier and safer for the elderly and for those who have physical disabilities. This publication suggests products for living and sleeping areas, kitchens, and bathrooms. Examples include appliances that can be used with one hand, lever handles for doors, magnifiers, and dressing aids.

Publications E-257 "Assistive Devices for the Home" and E-448 "Adapting Your Home for More Accessible Living" may be accessed at <http://agrilifebookstore.org>. There is also a Universal Design Living Devices Kit located in each district office with examples of items that may be used to make your home and your life more friendly and accessible.

4. Personal and Family Financial Records Inventory

It is important for all members of the family to know where records or papers are kept and who to turn to for advice in case of an emergency. Planning ahead by completing the forms in this publication can save much time and money if emergencies or death occur.

This publication number EFCS-005 may be purchased at: <http://agrilifebookstore.org/>.

5. Texas Extension Disaster Education Network

Texas Extension Disaster Education Network provides credible and reliable information relating to disaster preparedness and recovery. Resources and materials related to disaster education may be accessed at: <http://texashelp.tamu.edu/>.

6. Texas A&M AgriLife Extension Service Bookstore

The AgriLife Extension Bookstore is your source for a variety of publications produced by Texas A&M AgriLife Extension Service. You may access the bookstore at: <http://agrilifebookstore.org/>.

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.

- 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:
 - 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.)
 - Mileage, materials, and cash donated for TEEA, 4-H, and Extension, and community service
 - Meals provided, raffle or door prizes donated, items made
 - Scholarships
 - 4-H, adult, and other financial support for individual youth education
- Dollars for Scholars
- Coins for Friendship

Think about your club'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 club 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:

1. 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

3. Family Life – Family Resource Management
 - 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
 - E. Promote health, fitness, and nutrition
 - F. 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

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. It 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 Commissioners Court and the State of Texas.

What counts for educational programs on the monthly and annual reports?

- Volunteer education by/for TEEA members
- State-recommended programs that delegates give to clubs and other groups in the community
- Educational programs for clubs by guest speakers or TEEA members
- Educational tours by and for TEEA groups
- 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, and membership and leadership
- 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

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	
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 _____
\$ _____		\$ _____		\$ _____

Give a program highlight describing special accomplishments.

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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
\$ _____		\$ _____		\$ _____

Annual Program Highlights

Give a program highlight describing special accomplishments.

TEEA Application for 20/25/30+ Year Member Certificate

The 50-year membership award was established in 1976 when TEEA was 50 years old. This award is designed to honor those members active in TEEA for 50 years. In 1991, the TEEA State Board voted to also recognize and award certificates annually to 60-year members. Beginning in 1996, 70-year members were recognized, and in 2001, 75-year members were recognized. 80-year members were recognized beginning in 2006. Beginning in 2010, 55, 65, 85, and 90-year members were recognized. In 2015, the Board voted to begin membership recognition at 20 years and in 5 year increments.

Criteria

1. The Club President will determine if there are 20/25/30+ etc. -year (in 5-year increments) members in the club and forward those names to the County Association Chair by November 1. State dues must be paid in order to receive a certificate at District Conference.
2. A permanent awards file of those so honored will be established and maintained.
3. Please complete the information below for any TEEA member who is eligible for a 20/25/30+ etc.-Year Member Certificate.
4. Recipients will receive their TEEA 20/25/30+ etc.-Year Member Certificate at their District's Spring Conference.

Name _____
(Print or type EXACTLY as you want it to appear on certificate)

Address _____

City _____ Zip _____

District _____ County _____

Club _____

*Years of Membership _____ Year First Joined _____

Highlights of Membership _____

Submitted by _____ Date _____

*Does not have to be continuous years of membership

Due Dates:

Club President will submit this form to the County Association Chair by November 1.
County Association Chair will submit this form to the District Director by December 1.
District Director will submit this form to the TEEA President by February 1.

TEEA Application for 20/25/30+ Year Club Recognition

This award is designed to honor Clubs whose members have remained active in TEEA for 20/25/30+ years or longer (in 5-year increments).

Criteria

1. If the club has remained active in TEEA for 20/25/30+ years (in 5-year increments), the Club President will complete the form below and send it to the County Association Chair by November 1. State dues must be paid in order to receive a certificate at District Conference.
2. A permanent awards file of those so honored will be established and maintained.
3. Please complete the information below for any TEEA club that has been active for 20/25/30+ years or longer (in 5-year increments) that wishes to be recognized at their District Spring Conference.
4. Certificates will be presented at the District Spring Conference.

Name of Club _____
(Print or type EXACTLY as name should appear on certificate)

District _____ County _____

Date Club Was Organized _____ Years in Existence _____

Please Give a Brief History of the Club: _____

Submitted by _____ Date _____

Due Dates:

- Club President will submit this form to the County Association Chair by November 1.
- County Association Chair will submit this form to the District Director by December 1.
- District Director will submit this form to the TEEA President by February 1.

9/16

Texas Treasure Award

The definition of a “treasure” is a person or thing considered precious or of great value.

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. These members are the backbone of TEEA clubs, the silent workers. Many are content as members, desiring to hold no office. Others have held club and county offices and may have served on the Board of Directors.

Criteria

1. Must be a current TEEA dues-paying member for recognition.
2. Must be a grassroots member, nominated by his/her peers.
3. Is not currently serving on the State Board of Directors.

Selection Process

1. A club may nominate one individual, applying the above criteria, for the Texas Treasure Award and submit it to the County Association Chair by November 1.
2. 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.
3. The District Director will select **one** nominee from the forms submitted by the County Chairs as the district winner and submit the nominee's form to the TEEA President by February 1.
4. Recognition will be given to the district winners present at the District Spring Conference.
5. The Board of Directors will select one Texas Treasure Award winner from the district nominees at the Spring Board Meeting.
6. Special recognition will be given to the “Texas Treasure Award” winner at the annual State Conference.

An application form is located on the following page.

Texas Treasure Award

County: _____ District: _____

Nominee's Name:

Address:

Phone: _____ Club: _____

Briefly describe the reason for recommendation for Texas Treasure Award. Include any individual accomplishments and other contributions made by nominee through TEEA. Please type or print. Only 1 additional page will be considered for this nomination.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name of person submitting: _____

Office/Title of Person: _____ Phone: _____

Address:

Due Dates:

Club President will submit this completed form to the County Association Chair by November 1.

County Association Chair will choose **one** nominee for the county and submit that nominee's form to the District Director by December 1.

District Director will choose **one** nominee for the district and submit that nominee's form to the TEEA President by February 1.

Texas Leadership Award

The Texas Leadership Award is to recognize an individual 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 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 (located on the following page). 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.

Criteria:

1. Must be a TEEA dues-paying member.
2. Significant contribution through their involvement in TEEA.
 - Delivery of programs at the club, county, district, and/or State level.
 - Show growth in leadership ability.
 - Recruited TEEA members.
 - Presented TEEA programs to other organizations in the community.
 - Attended TEEA District and State Conferences.
3. Demonstrate other leadership capabilities.

Selection Process

1. Each club may select one individual to nominate. The completed application form is due to the County Association Chair by November 1.
2. 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.
3. The District Director will select **one** nominee from the forms submitted by the County Chairs as the district winner and submit that individual's form to the TEEA President and the TEEA First Vice President for Leadership by February 1.
4. The state Leadership Committee will select one winner from the district nominees submitted.
5. Special recognition will be given to the district winners present at the annual state conference.
6. Special recognition will be given to the "Texas Leadership Award" winner at the annual state conference.
7. Previous recipients of the "Texas Leadership Award" are not eligible to apply.

An application form is located on the following page.

Texas Leadership Award

County: _____ District: _____

Nominee's Name: _____

Address: _____

Club: _____

List the leadership lessons and other leadership activities presented by the nominee. Please type or print. Only 1 additional page will be considered for this nomination.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Nomination submitted by: _____

Due Dates:

Club President will submit this completed form to the County Association Chair by November 1.

County Association Chair will choose **one** nominee for the county and submit that individual or team's form to the District Director by December 1.

District Director will choose **one** nominee for the district and submit that individual or team's form to the TEEA President and the TEEA First Vice President for Leadership by February 1.

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.

Club Presidents send funds collected throughout the club year to the County Association Chair by May 1.

County Association Chairs send funds to the District Director by May 15.

District Directors forward funds to the TEEA Treasurer by June 1.

Dollars for Scholars

The Dollars for Scholars program began in 2008 to supplement funds for our 12 District 4-H Scholarships (\$1,500 per District).

Club Presidents send funds collected throughout the club year to the County Association Chair by May 1.

County Association Chairs send funds to the District Director by May 15.

District Directors forward funds to the TEEA Treasurer by June 1.

Annual Review of TEEA Club Funds

The questions below may be used by the Club Treasurer to help assure that financial assets at the local TEEA club level are appropriately documented.

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 club 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

Club Treasurer Signature

Date of Review

990-N 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 Club 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 available at www.irs.gov/app/ePostcard.

Documentation of TEEA's Tax-Exempt Status with the IRS

Internal Revenue Service
Director, Exempt Organizations

Department of the Treasury
P.O. Box 2508
Cincinnati, Ohio 45201

Date:

MAY 07 2004 MAY 07 2004

TEEA INC
C/O PAM JACKSON
PO BOX 155
TOW, TX 78672

Person to Contact - ID#:
L. Wayne Bothe - 31-07645
Contact Telephone Numbers:
877-829-5500 Phone
513-263-3756 FAX
Federal Identification Number:
74-2744600

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

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

 Texas Extension Education Association, Inc.		
PAY TO THE ORDER OF _____		\$
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
teemessenger2020@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



TEEA Memorial

In Loving Memory of

_____, _____ County

A memorial gift of \$_____ has been given to the
Texas Extension Education Association

Brief comment regarding person being recognized:

Memorial made by: Name: _____
Address: _____

Forward this form with donation to TEEA State Treasurer and Alumnae Chair.



TEEA Honorarium

In Honor of

_____, _____ County

A honorarium gift of \$_____ has been given to the
Texas Extension Education Association

Brief comment regarding person being recognized:

Donation made by: Name: _____
Address: _____

Forward this form with donation to TEEA State Treasurer and Alumnae Chair.

8/20

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.