# Form Management and Other Activities Tool - Club Level

8/20

| **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 Treasurer | TEEA Name Badge Order Form (page 5-35)(Group order for new members) |  | When new members join & pay for badge | Name Badge Chair |  |
| Club President | TEEA Membership List - Club Form (page 5-8) | Remit membership dues and Emeritus *Messenger* subscriptions, payable to County Association | Oct. 1 | County Chair |  |
| Club VP or Appointee |  | *The TEEA Messenger* articles due for Issue III | Oct. 1 | *Messenger* Editor |  |
| 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 |  | *The TEEA Messenger* articles due for Issue I | Feb. 1 | *Messenger* 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 Treasurer | 990-N (e-postcard)or 990 |  | May 15 | IRS |  |
| Club VP or Appointee |  | *The TEEA Messenger* articles due for Issue II | June 1 | *Messenger* Editor |  |
| 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 |  |