

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	