

Form Management and Other Activities Tool - District Level

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

08/20

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