

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	TEEA List of Association Officers – District Form (received from County Chairs)		Nov. 1	TEEA First VP for Leadership	
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	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	
District Director & Education Chairs		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> Editor	
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	

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Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
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	State Conference Registration		July 15	TEEA Treasurer	
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	TEEA District EINs Form (page 7-10)		Aug. 15	TEEA President, Treasurer and 990 Consultant	
District Director	TEEA County Association List of Presidents and EINs – County Form (received from County Chairs)		Aug. 15	TEEA President, Treasurer and 990 Consultant	
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	

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