

# TEEA

## Chapter 1

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# TEEA Manual for Texas Extension Education Association, Inc.

The Texas Extension Education Association, Inc. (TEEA) Manual is designed for TEEA Board members, District Directors, County Association Chairs, Club Presidents, and Extension Service faculty. The manual was developed to provide information about a variety of activities that are a part of the program in Texas. Responsibilities and procedures are described so that many people will understand and contribute to effective and efficient program development and management.

The Bylaws of the organization are printed in a separate booklet. This TEEA Manual is intended to be used as a reference in carrying out the duties and responsibilities set forth in the Bylaws and contains additional information pertaining to TEEA.

The materials are hole-punched so members may insert them into manuals. The materials will be updated as needed. The TEEA Manual is also available on the web at: <http://teea.tamu.edu>.

At each revision, a complete set of updated pages (showing the latest revision date) will be provided for each county. A county can reproduce as many sets of revised pages as are needed to update the TEEA Manual in that county. Replace the pages immediately in each TEEA Manual with the updated pages.

We hope you find the manual informative and useful. Please let us know if you have suggestions for additions to the TEEA Manual.

Sincerely,

*Polly Krenek*  
(signature on original)

Polly Krenek  
TEEA President

*Joyce Cavanagh*  
(signature on original)

Joyce Cavanagh, Ph.D.  
Texas A&M AgriLife Extension Service  
Associate Professor & Extension Specialist  
TEEA State Advisor

**Any information underlined within this TEEA Manual is quoted directly from the Bylaws and cannot be changed without a two-thirds vote at the annual State Convention.**

8/22

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## TEEA Mission

The mission of the Texas Extension Education Association, Inc. is to work with the Texas A&M AgriLife Extension Service to strengthen and enrich families through educational programs, leadership development, and community service.

## TEEA Vision

We envision the Texas Extension Education Association, Inc. as Texas' most effective volunteer organization for supporting families through life-long learning opportunities. We will strive through education to improve family and community life for all families, reaching across ethnic, age, cultural lines and including those with disabilities.

TEEA will be the catalyst for leadership development of its members, and community service activities will be the medium for the expression of charitable interests and community enrichment. Opportunities for individual growth and development will be supported by TEEA for adults and 4-H youth to help them reach their full potential through educational pursuits.

We will strengthen communication among TEEA members, with other Extension clientele, and related community organizations that share common goals. We will cooperate with the Texas A&M AgriLife Extension Service to strengthen, develop, and extend adult education that improves the quality of life for Texas families and communities.

*Written by 1993-1994 Board of Directors  
Former President, Charlotte Watson  
Revised 2008*

## TEEA Core Values

The core values of the Texas Extension Education Association, Inc. embody the guiding principles of the Texas A&M AgriLife Extension Service. TEEA and its members value:

- Strong families as basic to the well being of Texas.
- Educational programs that address critical needs impacting Texas families and communities.
- Education, as a life-long learning process.
- Volunteerism and opportunities for volunteer development.
- Leadership development, which offers opportunities for individual growth and development.
- Cultural and ethnic diversity in programs and membership.
- Global awareness.
- Cooperative efforts with the Texas A&M AgriLife Extension Service to attain mutual goals.

## TEEA Motto

Family Education Leadership Service

## TEEA Emblem - Explanation of Symbols

The outer circle represents the world we live in.

Inside the circle proudly displays the name of the organization.

Centered is the outline of our unique and beautiful State of Texas.

In the center, an open book, denoting education. One cannot learn from a closed book.

The house in the Panhandle represents the home and family life.

In the west, an open heart. We open our hearts to all.

In the east, an oak leaf representing strength. We gain strength through our partnership with the Texas A&M AgriLife Extension Service.

In the lower portion, two reaching hands, reaching out to those who need us.



## TEEA Colors

Blue and White

# TEEA Organizational Long-Range Goals

## Goal 1 Member Growth and Development

### A. TEEA Membership

1. Increase membership to include cultural, ethnic, age, gender and individuals with disabilities for organizational diversity.
2. Encourage participation in TEEA Week, including a county-wide membership campaign using several different approaches.
3. Counties are encouraged to set goals for a net increase in membership.

### B. Explore membership possibilities through alternative forms of clubs and meeting times/sites.

### C. Encourage members to participate in the Leadership program.

### D. Each officer will identify and train potential leaders.

## Goal 2 Education Programs and Publications

### A. Educational Chairs and committees will develop program recommendations based on current issues.

### B. Following the state meeting, delegates train leaders in their counties on the educational recommendations.

### C. TEEA members will increase community awareness of TEEA educational programs.

### D. Support and promote *The TEEA Messenger* through articles and subscriptions.

## Goal 3 Build and Support Scholarship Program

### A. Increase support of scholarships.

#### 1. Present 4-H Scholarships annually.

#### 2. Present Adult Career Scholarships annually.

### B. Increase public awareness of scholarships by advertising availability and eligibility requirements.

### C. TEEA members will individually encourage applicants to apply.

### D. Write news articles on scholarship winners in *The TEEA Messenger* and local newspapers.

## Goal 4 Organizational Management

### A. The Board will participate in training at each meeting.

### B. Strengthen delegate training.

### C. Continually update the TEEA Manual.

### D. The Board will promote and practice sound financial management.

## TEEA Objectives

- A. Strengthen, develop, coordinate, and extend adult education to improve the quality of life for families and communities in cooperation with the Texas A&M AgriLife Extension Service, part of The Texas A&M University System.
- B. Promote family strengths and leadership development; serve as a medium for the expression of charitable, community service, and educational interests, and award 4-H and TEEA Adult Scholarships on a non-discriminatory basis to worthy applicants.
- C. Offer a means by which TEEA members, in cooperation with the Texas A&M AgriLife Extension Service, may interpret and provide programs of state, national, and international importance in the preservation of the American home and the promotion of better international understanding.
- D. Function exclusively for charitable, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and assure that the above-expressed objectives shall be limited accordingly.

# Educational Program Planning

An essential feature of TEEA work is providing education to club members and to members of the community.

TEEA's educational program recommendations are made to program planning committees for local program planning. Counties and clubs choose whichever part(s) of the total program that is most suited for their particular county and club.

The State Education Committee Chairs receive programming issues from Texas A&M AgriLife Extension Service Advisor, which reflect critical needs across the state. The State Chairs work with their Extension advisor to insure that no resource material is being used that is not in line with priorities of the Texas A&M AgriLife Extension Service. State Chairs may add materials to the packets that are relevant to that particular area and are reviewed by state Extension specialists. Committee Chairs, committee members, and Extension advisors work together to develop state resource packets and to present an educational workshop at the annual state meeting. Once the educational program recommendations are adopted, they become the TEEA-recommended educational program for the following year.

One of the purposes of the TEEA District Spring Conference is to promote the educational program recommendations and to learn how they are being used. If all counties have not had local programs on the recommendations, it is suggested that at least one workshop be planned at the district meeting to give the membership ways to become involved.

## State Annual Conference Program

The program for the state annual conference should include:

- a substantive theme around which the program can be planned;
- a keynote speaker(s), who addresses the theme or a subtopic of the theme;
- educational program workshops planned by education committees to enable delegates to conduct programs and activities locally during the following year;
- leadership training;
- elective workshops on topics of interest to a large segment of TEEA members;
- opportunities for fellowship;
- business session(s) for delegates to conduct the business of the association; and
- activities to recognize the achievements and contributions of members of the association and/or their communities, state, or nation.

The Board of Directors is responsible for the overall planning and coordination of the state conference. They can involve others and/or delegate responsibilities in order to organize an effective meeting that will meet the needs and interests of participating delegates, members, and guests.

## District Programs

Programs at District Spring Conferences should provide participants with organizational information, education, and fellowship. A strong district program usually includes:

- a keynote speaker or activity on a topic of importance, emerging issues at the state or national level, usually related to a part of the TEEA educational program;
- two to four workshops for member participation; and
- a brief business session for delegates.

The District Director, his/her CEA-FCH, and the host county/counties usually work cooperatively to plan the district conference program. The Regional Program Leader-FCH can be consulted when necessary.

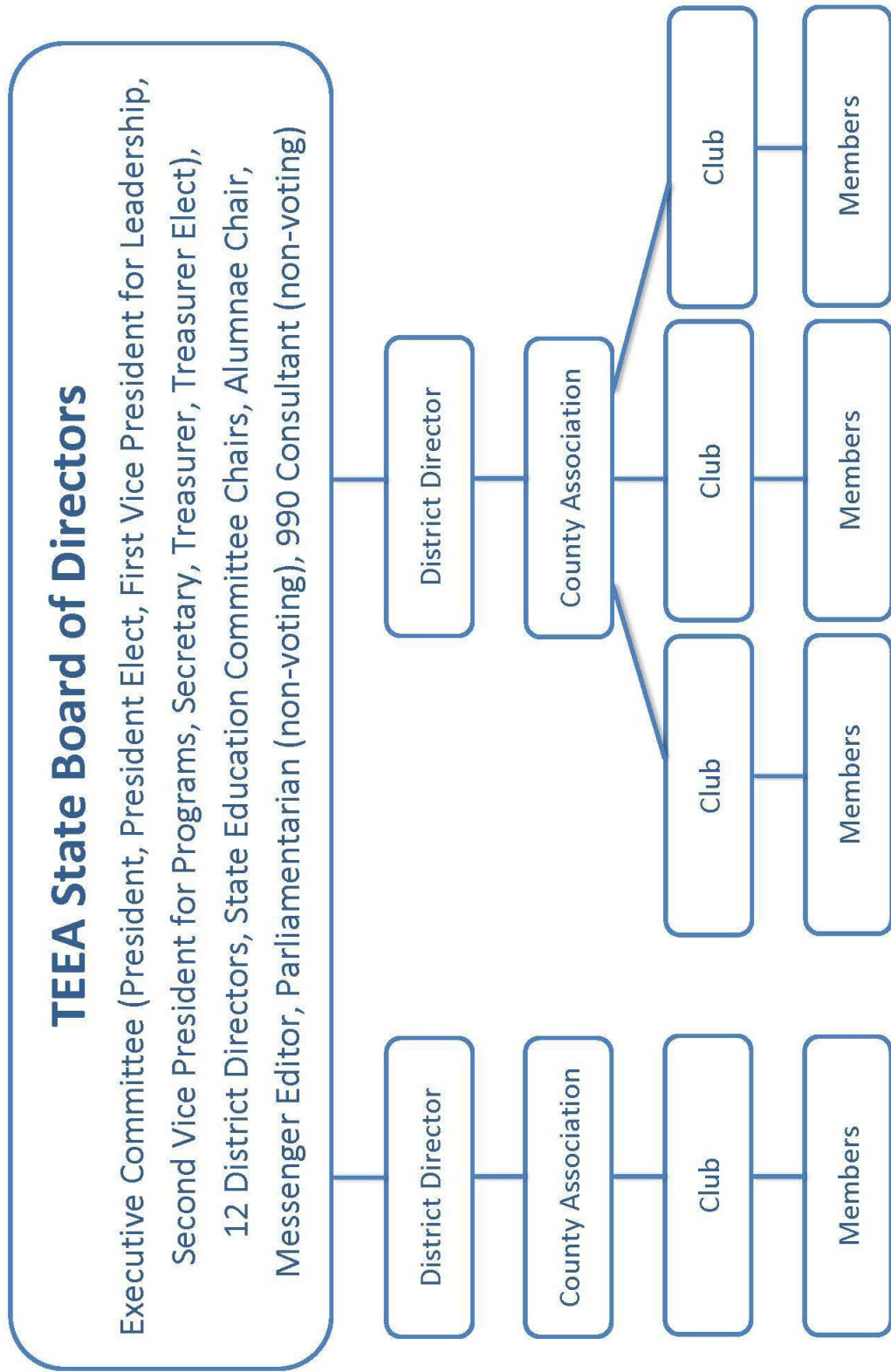
The District Fall Training should provide participants with County Association and Club management training including increasing membership and club growth, educational program outreach, leadership, scholarship support, and community service opportunities. Updates to the TEEA Manual are provided during this training. Delegate selection and training is also done.

### **Local County and Club Programs**

Local clubs have a variety of programs during a year. Content and resources generally come from:

1. TEEA Education Committee recommendations: usually taught by a TEEA delegate (and supported by the CEA - FCH) who participated in the committee workshop at the state meeting. Currently, committee program emphasis is on:
  - membership and leadership,
  - health and safety,
  - family life and family resources, and
  - natural resources and environment.
2. Family and Community Health's program priority goals, determined from local county needs, include:
  - Improve family life for Texans.
  - Help people in Texas eat better and safer.
  - Help families and individuals manage their resources.
  - Improve the health and wellness of Texans.
3. Special interests are usually presented by a club member or a resource person (locally determined). Examples include: women's self-defense, special arts and crafts demonstrations, gardening for water conservation.
4. CEAs - FCH are responsible for two programs in their county annually for TEEA. It is expected that the CEA - FCH will provide one program at the club level and one program or leader training at the county level. She/he may present the program or arrange for a speaker. Program topics should address FCH program priority goals and can support the agent's other program plans, as appropriate. Leader training topics should be determined with county association Yearbook Committee. CEAs - FCH from several counties, if needed, may hold a multi-county leader training for club members and leaders to bring additional educational programs back to the clubs.
5. Local club education to clubs and other groups, and other TEEA volunteer hours, must be reported monthly on the **Club Monthly Report** form (pages 5-19 and 5-20) and provided to the CEA - FCH. Extension is required to report volunteer educational outreach by TEEA and other volunteer groups like Master Gardeners to the State Legislative Budget Board to demonstrate the value of the Agency to the State of Texas. The Club Monthly Report form was new in 2008. It combines the Educational Program Report and Honor Roll of Counties report into one form. The Club President keeps all of the Club Monthly Reports and aggregates them into the Club Annual Report for the County Association Chair.
6. TEEA clubs and county associations can show the dollar value of TEEA's contribution to the county through education, scholarships and community service by using the total \$ value of time from the County Annual Report and presenting "Big Checks" for Education (all educational work by TEEA clubs and county association) and for Honor Roll of Counties (scholarships and community service by TEEA clubs and county association). A "fill in the blank" check is located on the TEEA website.

# TEEA Organizational Chart



## **TEEA Creed**

We believe in the sanctity of the home,

We believe in the home as the place where love, faith, trust, and devotion must be lived each day, where obedience and reverence grow, and where God is known.

We believe those within its walls should be taught to work, to play, and to have compassion for those less fortunate.

We believe sharing responsibilities is necessary and that from the fireside will come the citizens who will uphold the best ways of life.

*Written by: Mrs. R.M. Almanrode,  
Former President, November 1950*

## **TEEA Prayer**

"Grant to us dear Lord, Thy Divine guidance in our plans today, that our accomplishments of tomorrow may be pleasing to Thee. Amen."

*Written by: Mrs. R.L. Campbell,  
Former President, November 1950*

## **TEEA's Official Song Song of Peace**

Adopted 1948  
Tune - *Finlandia*

This is my song, O God of all the nations,  
A song of peace for lands afar and mine;  
This is my home, the country where my heart is,  
Here are my hopes, my dreams, my holy shrine;  
But other hearts in other lands are beating,  
With hopes and dreams as true and high as mine.

My country's skies are bluer than the ocean,  
And sunlight beams on clover leaf and pine,  
But other lands have sunlight, too, and clover  
And skies are ev'rywhere as blue as mine.  
Oh, hear my song, thou God of all the nations,  
A song of peace for their land and for mine.

## **U.S. Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

## **Texas Pledge of Allegiance**

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

## TEEA Week Proclamation

Each year, the TEEA County Association Chair works with the Family and Community Health Extension agent to get this proclamation on the agenda for the County Commissioners Court to sign at the Court meeting before the second week in October to designate that week within the county as TEEA Week in \_\_\_\_\_ County. It is a wonderful opportunity to showcase the previous year's value to the county by presenting a "check" showing the educational program, honor roll of counties, and 4-H scholarship's dollar value. It is also an opportunity to mention the upcoming year's plans for county activities.

A news article can be written for the local paper summarizing TEEA activity and raising awareness of the opportunity for new members to join.

The condensed proclamation format shown on the following page was shared by Kathy Smith, CEA-FCH in Parker County. A proclamation form using the correct line spacing is included on the TEEA website for your use.



**Condensed Format of a TEEA Week Proclamation**  
(Obtain the version of this proclamation with proper line spacing on the TEEA website.)

At a regular meeting of **Commissioners Court** of \_\_\_\_\_ **County, Texas**, held on the \_\_\_\_\_ day of \_\_\_\_\_ **20\_\_**, on motion by:

\_\_\_\_\_

and seconded by:

\_\_\_\_\_

the following **Proclamation** was adopted:

**THE COMMISSIONERS COURT**     [ ]  
**OF**                                     [ ]  
\_\_\_\_\_ **COUNTY, TEXAS**     [ ]

**TEXAS EXTENSION EDUCATION WEEK**

**WHEREAS**, the Texas Extension Education Association of \_\_\_\_\_ County believes strong families are basic to the well being of Texas; and

**WHEREAS**, they have education programs that address critical needs impacting Texas families and communities; and

**WHEREAS**, they see education as a lifelong learning process; and

**WHEREAS**, they believe volunteers and opportunities for volunteer development are important; and

**WHEREAS**, they develop leadership that offers opportunities for personal growth and development; and

**WHEREAS**, cultural and ethnic diversity in programs and membership is present; and

**WHEREAS**, global awareness is recognized; and

**WHEREAS**, the Texas Extension Education Association cooperates with Texas A&M AgriLife Extension Service to attain mutual goals; and

**WHEREAS**, October \_\_\_\_\_, 20\_\_ is Texas Extension Education Association Week in Texas,

**NOW, THEREFORE, BE IT RESOLVED AND APPROVED**, by the Commissioners Court of \_\_\_\_\_ County, Texas, to hereby proclaim the week of **OCTOBER** \_\_\_\_\_, **20\_\_**  
**TEXAS EXTENSION EDUCATION ASSOCIATION WEEK IN** \_\_\_\_\_ **COUNTY, TEXAS.**

**ADOPTED, ORDERED, AND ENTERED OF RECORD** in the minutes of the Commissioners Court of \_\_\_\_\_ County, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, **20\_\_**.

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
COMMISSIONER, PRECINCT #1

\_\_\_\_\_  
COMMISSIONER, PRECINCT #2

\_\_\_\_\_  
COMMISSIONER, PRECINCT #3

\_\_\_\_\_  
COMMISSIONER, PRECINCT #4

**ATTEST:**

\_\_\_\_\_  
COUNTY CLERK