

24. District Directors send the checks received from the County Association Chairs to the TEEA Treasurer. These checks may be membership dues, State TEEA Conference registration, Coins for Friendship (sent by June 15), Dollars for Scholars (sent by June 15), etc. Be sure the County Chair remembers to write "for deposit only" on the back of each check. If it is not written, the District Director must write it on the back of the check before mailing the check to the TEEA Treasurer. When a check is forwarded to the TEEA Treasurer, the District Director fills out the Remittance to TEEA Treasurer Triplicate Book form (obtained from the TEEA Treasurer) with the name, county, and purpose of the check. The white and pink copies are mailed with the check from the district to the TEEA Treasurer. The yellow copy can be attached to:

- the copy of the check, or
- a copy of the form being sent, or
- may stay attached in the Remittance to TEEA Treasurer Triplicate Book.

After the TEEA Treasurer deposits the check, the pink copy is returned to the District Director. The District Director then staples the pink copy to the yellow copy, verifying that the check was received and deposited by the TEEA Treasurer. All collected membership dues should be forwarded to the TEEA Treasurer when received, but never later than December 31 to avoid delinquency.

25. If district, county, or club gross income exceeds 50,000, the IRS form 990 must be submitted by May 15 to the IRS. If gross income is below \$50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS. **TEEA's 501(c)(3) status depends on meeting these IRS requirements at levels of the organization annually.**

Conference Delegates

26. Upon receipt of Form A - _____ County Delegates and Alternates from the counties, verify that all elected delegates are current dues-paying TEEA members. Fill out Form B - District Registration Credentials List (page 7-47) from the county Form A's to create the District Registration Credential List. Bring all Forms A and B to the State Conference for district registration.
27. Upon completion of the district's registration at the conference, District Directors transfer the names of the three delegates/alternates per county on Form B to Form C - TEEA State Credentials List (page 7-48). Submit it to the Credentials Committee along with a completed Form D - District _____ Credentials Report (page 7-49) that gives each district's total registration of all attending.

Scholarships

28. In the District Fall Training, the District Director announces to the county chairs the scholarships available and the due dates for their submission.
29. On March 1, the District Director receives the Adult Career Scholarship applications and submits the winning application to the TEEA Adult Career Committee Chair at the Spring Board Meeting.
30. On March 1, the District Director receives the TEEA Alumnae Scholarship applications and submits to the TEEA State Alumnae Chair postmarked by April 1.
31. After March 1, the District Director receives the county TEEA 4-H Scholarship winner's application and 4-H Recordbook. The District Director coordinates judging for the District TEEA 4-H Scholarship winner. The winner's application and personal information page from the 4-H Recordbook are submitted to the TEEA President and TEEA Treasurer. Recipients should be informed that they will also be recognized at the District Spring Conference and at the 4-H Scholarship Banquet during 4-H Round-Up.

Cultural Arts

32. The District Director sends the District Cultural Arts Winners forms (pages 7-14 and 7-15) to the designated person in charge of Cultural Arts for the State Conference and one copy to the Extension Regional Program Leader 30 days prior to the State Conference.
33. The Host District Director in charge of the State Cultural Arts Show will enter the first place winners on the State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34). Use this form to announce the winners at the Cultural Arts Parade of Winners during the State Conference. Give one copy to the TEEA President at the State Conference immediately after the judging is completed.

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 | | Approved Resolutions from Spring Conference | No later than 10 days prior to TEEA Spring Board Meeting | TEEA President, Resolutions Committee Chair | |
| District Director | Copy of the winner's TEEA 4-H Scholarship Application form/ and personal information from TX 4-H Recordbook | | May 1 | <i>TEEA President & Treasurer, District Director</i> | |
| 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) | <i>Adult Career Scholarship Committee Chair</i> | |

| Person Responsible | Name of the Form | Other Activities | Due Date | To Whom | Date Sent |
|--|---|--|--|--|-------------------|
| 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 | 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 | 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 | 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 | |

08/22

District_____Annual Report, 2022-2023 Date_____
Educational Programs, TEEA Volunteer Hours, and Scholarships
_____of_____Counties Reporting

The District Director compiles all county annual reports into one report. Make 4 copies of this report. Send 1 copy to the TEEA President, 1 copy to the TEEA Second Vice President for Programs, 1 copy to the TEEA First Vice President for Leadership, and retain 1 copy for District files. **Due by August 1.**

| PROGRAMS | Program Titles | Number Presented by Club Member | Number Presented by Guest Speaker | Number of TEEA attendees | Number of Non-TEEA attendees | Total Number Reached | Materials for Program (dollars) | Program Planning (hours) | Program Length (hours) | Time Value (hours x \$29.95=) | Total Donated |
|----------|---------------------|---------------------------------|-----------------------------------|--------------------------|------------------------------|----------------------|---------------------------------|--------------------------|------------------------|-------------------------------|---------------|
| | Parties with Pizazz | | | | | | | | | | |
| | Healthy Aging | | | | | | | | | | |
| | Canning | | | | | | | | | | |
| | Family Literacy | | | | | | | | | | |
| | Other | | | | | | | | | | |
| | TOTAL | | | | | | | | | | |

| | | | | | |
|---|--|---|---------------------|----------------------------------|---------------|
| HONOR ROLL OF COUNTIES: Volunteer Hours & Scholarships. Excludes Educational Programs | Number of newspaper notices or articles about club meetings/programs: | | | | |
| | Scholarship Amount | 4-H (Include scholarship name) | Other (adult, etc.) | | |
| | \$ | | | | |
| | \$ | | | | |
| | Total \$ | | | | |
| | Donations of time or money made by or in the name of the clubs/county/district to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY \$0.14 per mile for volunteer mileage. | | | | |
| | Activities/Projects/ Meetings | Total \$ Donated: Mileage (\$0.14 per mile*), Materials, Cash | Hours | Value of Time (hours x \$29.95=) | Total Donated |
| | TEEA | \$ | | | \$ |
| | 4-H | \$ | | | \$ |
| | Community | \$ | | | \$ |
| | Coins for Friendship | | | | \$ |
| | Dollars for Scholars | | | | \$ |
| | Scholarships | | | | \$ |
| | | Total Donated: \$ | | | |

| | | | | |
|------------------------------|----------|---|----------|---|
| Total Program Dollars | + | Total Honor Roll of Counties Dollars | = | Total Value Donated for Year 2022-2023 |
| \$ _____ | | \$ _____ | | \$ _____ |

Cultural Arts Winners – District Form

District: _____ Date: _____

| | Category | Item | Winner's Name |
|------|--|------|---------------|
| 22 | Quilts - larger than 50 x 70 - machine quilted | | |
| 23A | Quilts – Twin size or larger - hand quilted – constructed or quilted by 2 or more members | | |
| 23B | Quilts – Twin size or larger – machine quilted – constructed or quilted by 2 or more members | | |
| 24 | Recycled Items | | |
| 25 A | Wall Hangings – Not Quilted | | |
| 25 B | Wall Hangings – Quilted | | |
| 26 | Miscellaneous | | |

District Resolutions

According to Roberts Rules of Order, “a resolution is a ‘main’ motion that needs to be expressed formally in writing, to attach a special level of importance”. The purpose of a resolution is to propose a change; make a recommendation; or acknowledge a person, club, or county. A courtesy resolution acknowledges the value of an event, the planners, etc. Resolutions are usually brought by an organizational group, such as, a TEEA District or County Association.

1. A Resolution Committee shall be appointed by the District Director at the beginning of the membership year. The committee shall meet to conduct their business before the Spring Conference.
2. Immediately after the opening of the fall training, the District Director should call the Resolution Committee Chair to the platform and introduce him/her. The Chair should read the policy relative to resolutions and state where and when the committee is holding its sessions. Other members should be asked to stand so the delegates may know them.
3. Members may submit recommendations to the Committee for consideration. Each resolution submitted shall be typewritten and signed by the County Association Chair. All resolutions should be approved by the committee chair. An approved resolution must be received by the District Director no later than 15 days prior to the Spring Conference.
4. The Resolutions Committee has the right to approve or reject by majority vote any resolution presented for consideration. The committee may initiate resolutions.
5. Resolutions shall be presented at the Spring Conference by the Chair. Proposed resolutions shall be provided to Delegates at Registration and subject to vote at the Conference.
6. The Resolutions Chair or members of the committee may not discuss motions when presented except to give additional information, clarify, or answer questions.
7. No resolutions may be presented from the floor.
8. Resolutions may be amended by a majority vote.
9. When resolutions are presented for action, the voting body shall be seated together.
10. Only Resolutions approved by the District can be forwarded to the TEEA State Board Resolutions Committee. These Resolutions must be signed by the District Director and submitted no later than 10 days prior to the TEEA Spring Board Meeting.

Reference Bylaws Article XX, Resolutions.

State Cultural Arts Winners – Host District Director Form



District: _____ Date: _____



8/22

| | Category | Item | Winner's Name |
|------|--|------|---------------|
| 22 | Quilts - larger than 50 x 70 - machine quilted | | |
| 23A | Quilts – Twin size or larger - hand quilted – constructed or quilted by 2 or more members | | |
| 23B | Quilts – Twin size or larger - machine quilted – constructed or quilted by 2 or more members | | |
| 24 | Recycled Items | | |
| 25 A | Wall Hangings – Not Quilted | | |
| 25 B | Wall Hangings – Quilted | | |
| 26 | Miscellaneous | | |

Template for “Big Check”

The examples of “Big Checks” below are provided for your district to fill in the annual dollar value of all counties Education Program and Honor Roll of Counties work. Once you’ve completed your District Annual Report, you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the <http://teea.tamu.edu/> website. These checks can be shared at your TEEA District Spring Conference, and with AgriLife’s District Extension Administrators and Regional Program Leaders - FCH This will acknowledge the contributions of TEEA members to education and community service in a dollar value. Remember, every hour of volunteer service is valued at \$29.95.

| | | |
|---|---|--|
|  <small>Texas Extension Education Association, Inc.</small> |  | |
| PAY TO THE ORDER OF _____ | | \$ |
| | | |
| MEMO <u>Education Programs</u> | | <u>Texas Extension Education Association</u> |

| | | |
|---|---|--|
|  <small>Texas Extension Education Association, Inc.</small> |  | |
| PAY TO THE ORDER OF _____ | | \$ |
| | | |
| MEMO <u>Honor Roll of Counties</u> | | <u>Texas Extension Education Association</u> |