# Form Management and Other Activities Tool - District Level

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| **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 |  | *The TEEA Messenger* articles due for Issue III | Oct. 1 | *Messenger* 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 |  | *The TEEA Messenger* articles due for Issue I | Feb. 1 | *Messenger* Editor |  |
| District Director or District Resolutions Chair |  | 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 | TEEA President & Treasurer, District Director |  |
| District Director & Education Chairs |  | *The TEEA Messenger* articles due for Issue II | May 1 | *Messenger* Editor |  |
| District Director | TEEA Adult Career Scholarship nominee (from County Chairs) |  | District Spring  Conference (May) | Adult Career Scholarship Committee Chair |  |

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| **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 | 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 | 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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