

Duties, Responsibilities, and Forms for County Association Officers

Chapter 6

Table of Contents for Chapter 6

County Association and County Chair Responsibilities	6-2
Form Management and Other Activities Tool - County Level	6-6
TEEA Membership List - County Form	6-8
New/Reorganized TEEA Club Form	6-9
Financial Management Procedures	6-10
TEEA List of Association Officers - County Form	6-12
TEEA County Association List of Presidents and EINs - County Form	6-13
County Association Education and Community Service - Honor Roll of Counties	6-14
TEEA Education and Honor Roll of Counties Reports: Monthly and Annual	6-17
Coins for Friendship	6-22
Dollars for Scholars	6-22
TEEA Adult Career Scholarships	6-23
TEEA Alumnae Scholarship	6-27
Form A - _____ County Delegates and Alternates	6-30
Cultural Arts Exhibit and Competition	6-31
Publicity and Public Relations	6-38
Duties of the County Association Vice Chair	6-41
Duties of the County Association Secretary	6-42
Duties of the County Association Treasurer	6-44
Dissolution of Organization	6-52

County Association and County Chair Responsibilities

Purpose

1. The County Association provides support and guidance to the combined clubs in the county.

Eligibility and Election

2. In order to be eligible for election as a County Association Chair, a person shall have been a TEEA member for at least one year and have held an office at the Club level for at least one year. Serving one year as County Association Chair fulfills one qualification for eligibility as a candidate for the office of District Director and State Education Committee Chair. Vacancy in office shall be filled by the Vice-Chair for the remainder of the term.
3. The County Association Chair shall be elected from nominees submitted by the clubs by a majority vote at a County Association meeting prior to the TEEA Annual State Conference. The two-year term of office shall begin the first day of the month following the TEEA Annual State Conference. The County Association Chair shall not be eligible to serve consecutive terms.

Role

4. The County Association Chair is the link between the members in the county and the District Director. Information is sent regularly to the County Association Chair from the District Director, who is a State Board member. It is the County Association Chair's responsibility to relay the Annual County Report of educational programs, community service, scholarships, and all special events to the District Director. The County Association Chair shall also contact the District Director for information pertinent to the smooth operation of the County Association activities and keep the county Extension agent – FCH aware of any changes.
5. The County Association Chair presides over County Association meetings. The county Extension agent – Family and Community Health, who is an advisor to the County Association, may work with the County Association Chair on agendas, county meetings, the TEEA county yearbook, and leader and officer training, as needed. County Association meetings do not have to be held every month. They may be held bimonthly or quarterly. Make your meetings as interesting, educational, and informative as possible. Do not rush through them. It is easy to overlook important issues that need to be discussed. If overlooked, you will possibly have to contact individuals in each club to get the information to the members.

The voting body of a County Association meeting shall consist of three TEEA members from each club and others according to county bylaws.

6. A Form Management and Other Activities Tool - County Level (pages 6-6 and 6-7) is included for your use as you perform your duties as County Association Chair. It is only for your use and is not sent to anyone else.

Duties

7. All reports, proclamations, news items, membership dues, contributions/donations, district and state meeting registration, etc. are handled through the County Association Chair. The County Association Chair shall keep complete records of all reports and business of the County Association.

Membership, Officers, Dues and Other Funds

8. The County Association Chair will compile a county list of TEEA members (TEEA Membership List - County Form on page 6-8), alphabetized by last names. (Clubs will send the Membership List for Clubs form to the County Association Chair by October 1.) By October 15, send four copies of the Membership List for Counties form to the District Director along with the county's check for annual dues that is made payable to the *TEEA, Inc.* The county list will include every member's name and current mailing address (one list per county, alphabetized by last names).
9. Complete the New/Reorganized TEEA Club form (page 6-9) when new clubs are developed. Send the completed form to the TEEA Treasurer, with a copy to the District Director. Download and fill out the SS-4 Form from the IRS website, <http://www.irs.gov/pub/irs-pdf/fss4.pdf>, using instructions located at <http://www.irs.gov/pub/irs-pdf/iss4.pdf>. Send the SS-4 Form to the TEEA Treasurer and 990 Consultant. She will send it to the IRS to obtain a new EIN under the TEEA Parent Organization.

10. Dues collected for new members who join throughout the year should be sent to the District Director in a timely manner. Names and addresses of new members can be added to membership lists when dues are paid. Clubs and counties should not send any money directly to the TEEA Treasurer. Funds collected (Dollars for Scholars, Coins for Friendship, membership dues, memorials, etc.) should be sent to the County Association Chair, who deposits the funds in the County Association account. The County Association Chair then forwards a County Association check or money order to the District Director. Use the Remittance to the District Director form (page 6-11) when sending funds. **Do not send cash.**
11. The County Association Chair will complete the TEEA List of Association Officers form for Counties (page 6-12) and send it to the District Director by October 1. Keep a copy for your files.
12. The County Association Chair compiles an annual list that includes the names of TEEA clubs and Club Presidents' names and addresses (TEEA County Association List of Presidents and EINs - County form, page 6-13). The list should also include the EINs for each club and for the county association. Send four copies of this list to the District Director by October 15.
13. It is recommended that each County Association Chair maintain files, which include the previous four years' financial records. Minutes are kept permanently.
14. The County Association Chair completes IRS form 990 if county association gross income exceeds \$50,000 and submits it 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 (instructions on page 6-50). **TEEA's 501(c)(3) status (documentation on page 6-51) depends on meeting these IRS requirements at all levels of the organization annually. The web address is: www.irs.gov/app/ePostcard.**
15. In case of the County Association dissolution, all monies and other assets must be transferred to another 501(c)(3) organization, such as adjoining County Association, another TEEA club in the county, or the county 4-H association. Dissolution of Organization Form (page 6-52) should be completed and copies sent as indicated on the form.

The TEEA Messenger

16. The County Association Chair should encourage the Association and club reporters to send articles to *The TEEA Messenger* for publication by the designated dates (February 1, June 1, and October 1). For example, appoint the County Association Vice President or another County Association member to develop articles.

County Monthly and Annual Reports (Educational Programs and Honor Roll of Counties)

17. The County Association may conduct or collaborate with Extension on countywide educational projects of importance to the county, such as women's forums, health fairs, and cancer awareness screenings. These extra activities are different from individual club activities. This educational outreach will be reported on the County Monthly Report. Doing so allows for additional Honor Roll of Counties hours. Honor Roll of Counties hours come from community service projects adopted by each club or county association in the name of TEEA. Volunteer work for other organizations (such as your church or hospital volunteer association) does not count as Honor Roll of Counties hours but can be counted for personal certified volunteer units (CVUs).
18. The **Education Program Award** at the State level is given to acknowledge those counties whose clubs have provided the best outreach on the State Education Recommended Programs. The **Honor Roll of Counties Recognition** at the State level is to recognize those counties that have made an outstanding contribution of time, energy and financial support to their communities in the name of TEEA. The County Association Chair will complete a County Association Monthly Report (pages 6-18 and 6-19) as necessary for County Association-sponsored educational events and will provide a copy to the county Extension agent - FCH. A copy will be retained for County Association records to aggregate into a County Annual Report (pages 6-20 and 6-21).

19. Each club will send a Club Annual Report (Educational Programs and Honor Roll of Counties) that has been aggregated from the club's monthly reports. The County Association Chair will aggregate all Club Annual Reports into one County Annual Report (pages 6-20 and 6-21), adding in the County Association Monthly Report information. Make two copies and send one to the District Director by July 15. The county Extension agent - FCH will not need a copy of this County Annual Report since the Club Monthly Reports and County Monthly Reports were given to the agent throughout the year. Retain one copy for County Association records.
20. The County Association Chair may make a presentation to the County Judge and Commissioner's Court of the dollar value of TEEA's Education and Honor Roll of Counties work by presenting a "Big Check" or checks using the totals from the County Annual Report. A "fill-in-the-blank" check is located on the TEEA website.

Awards and Recognitions

21. The 20/25/30+-Year (in 5-year increments) Member award is designed to honor club members who have remained active in TEEA for the specified number of years. The Club President will determine if there are eligible members in the club and forward the 20/25/30+-Year Member Certificate form (located in Chapter 5). The County Association Chair will determine if club members in the county meet these criteria, based on the information submitted by the clubs, and forward the form(s) to the District Director by December 1. State dues must be paid in order to receive a certificate at the District Spring Conference. Keep and maintain a permanent file of those individuals who have been honored with this recognition.
22. The 20/25/30+-Year (in 5-year increments) Club Recognition award is designed to honor clubs whose members have remained active in TEEA for the specified number of years. If a club has remained active in TEEA for the specified number of years, the Club President will complete the TEEA Application for 20/25/30+ Year Club Recognition form (located in Chapter 5) and send it to the County Association Chair by November 1. The County Association Chair will determine if any club in the county qualifies for this recognition, based on the information submitted by the clubs, and forward the form(s) to the District Director by December 1. State dues must be paid in order to receive the certificate at the District Spring Conference. Keep and maintain a permanent file of those clubs that have been honored with this recognition.
23. The objective of the Texas Treasure Award is to pay special tribute to our grassroots members who have made a difference in their communities through their TEEA work. To receive this award, the person must be a current TEEA dues-paying member, must be a grassroots member nominated by his/her peers, and is not currently serving on the State Board of Directors. Clubs will submit their nominee to the County Association Chair by November 1, using the Texas Treasure Award form (located in Chapter 5). The County Association Chair will select **one** Texas Treasure Award recipient for the county, based on the forms submitted by the clubs, and forward the selected individual's form to the District Director by December 1.
24. The Texas Leadership Award is to recognize an individual who has received leadership training; shown growth as a leader; built leadership skills in others; recruited TEEA members; participated in the District and State conferences; and partnered with Texas A&M AgriLife Extension Service in providing education at the community, club, county, district, and/or state level. The person submitted for this award must be a TEEA dues-paying member. Clubs will submit their nominee to the County Association Chair by November 1, using the Texas Leadership Award form (received from Clubs). The County Association Chair will select **one** Texas Leadership Award recipient for the county, based on the forms submitted by the clubs, and forward the selected individual's form to the District Director by December 1.

TEEA Scholarships

25. Coordinate information to 4-H members about the TEEA 4-H Scholarship (\$1500 scholarships, 1 per District) with the county AgriLife Extension office. See Chapter 12 for all 4-H scholarship procedures.
26. Applicant qualifications and other information about the TEEA Adult Career Scholarship is located on page 6-23. The application form is located on pages 6-24 through 6-26. Completed applications must be submitted to the District Director by March 1.

10/19

27. Urge qualified applicants to apply for the TEEA Alumnae Scholarship. Applicant qualifications and other information about the TEEA Alumnae Scholarship is located on page 6-27. The application form is located on pages 6-28 and 6-29. Completed applications will be sent to the Alumnae Chair by March 1, with a copy to the TEEA President.

Other Responsibilities

28. Credential lists (Form A - _____ County Delegates and Alternates, page 6-30) for county delegates to the District TEEA Conference and to the annual State TEEA Conference are signed by the County Association Chair and Election Secretary. Each county is allowed three delegates; two are elected, and one is the County Association Chair. This information is sent to the District Director immediately following their election. **Check to see that all elected delegates to district and state meetings are current TEEA members and have been members for at least a year.** Dues need to be paid by December 31st of the current TEEA calendar. Mail this form to your District Director 30 days prior to the District Spring Conference. County Delegate Credentials (Form A) for State Conference are due to the District Director July 1, along with State Registration.
29. The County Association Chair will complete the Cultural Arts Winners form for Counties (pages 6-36 and 6-37) and send to the District Director 30 days prior to the district contest.
30. While in office, the County Association Chair shall serve as a delegate to district and state meetings. It is recommended that the incoming County Association Chair attend the state TEEA meeting.
31. The County Association Chair from the host county may be invited to preside at the District Spring Conference in the emergency absence of the District Director and District Director-Elect.

Form Management and Other Activities Tool - County Level

Person Responsible	Name of the Form	Other Activities	Due Date	To Whom	Date Sent
County Chair	Remittance to District Director (page 6-11)		When sending funds	District Director	
County Chair	New/Reorganized TEEA Club form (page 6-9)		When new club forms (Deadline is August 1)	TEEA Treasurer & District Director	
County Chair	_____ County Association Monthly Report (pages 6-18 & 6-19)		As necessary for County Association-sponsored events	County Extension agent - FCH	
County Chair	Cultural Arts Winners - County Form (pages 6-36 & 6-37)		30 days prior to District contest	District Director	
County Chair	Form A - _____ County Delegates and Alternates (for district conferences) (page 6-30)		30 days prior to District Spring Conf.	District Director	
County Chair	TEEA List of Association Officers – County Form (page 6-12)		Oct. 1	District Director	
County Chair or Appointee		<i>The TEEA Messenger</i> articles due for Issue III	Oct. 1	<i>Messenger</i> Editor	
County Chair	TEEA Membership List – County Form (page 6-8)	Remit membership dues, payable to <i>TEEA Inc.</i> (page 6-11)	Oct. 15	District Director	
County Chair	TEEA Application for 20/25/30+-Year Member Certificate (received from Clubs)		Dec. 1	District Director	
County Chair	TEEA Application for 20/25/30+-Year Club Recognition (received from Clubs)		Dec. 1	District Director	
County Chair	Texas Treasure Award (received from Clubs)		Dec. 1	District Director	
County Chair	Texas Leadership Award (received from Clubs)		Dec. 1	District Director	
County Chair or Appointee		<i>The TEEA Messenger</i> articles due for Issue I	Feb. 1	<i>Messenger</i> Editor	

County Chair	TEEA 4-H Scholarship winner application and materials		March 1	District Director	
County Chair	TEEA Adult Career Scholarship (pages 6-24 - 6-26)		March 1	District Director	
Applicant	Alumnae Scholarship (pages 6-28 – 6-29)		Postmarked by April 1	Alumnae Chair/Copy to State President	
County Chair or Appointee		<i>The TEEA Messenger</i> articles due for Issue II	May 1	<i>Messenger</i> Editor	
County Chair		Coins for Friendship (sending funds) (page 6-11)	May 15	District Director	
County Chair		Dollars for Scholars (sending funds) (page 6-11)	May 15	District Director	
County Chair or Treasurer	990- N (e-postcard) or 990		May 15	IRS	
County Chair	State Conference Registration and Form A - _____ County Delegates and Alternates (for State Conference) (page 6-30)		July 1	District Director	
County Chair	____ County Annual Report (pages 6-20 & 6-21)		July 15	District Director	
County Chair	New/Reorganized TEEA Club form (page 6-9)		August 1 (when new club forms)	TEEA Treasurer & District Director	
County Chair	TEEA County Association List of Presidents and EINs – County Form (page 6-13)		August 1	District Director	
County Chair	TEEA Week Proclamation to Commissioners Court		Sept. 1	with County Extension agent - FCH	
County Chair/Treasurer	Annual Review of TEEA County Funds (page 6-45)	Review by appointed committee	Annually	County Chair and membership	
County Chair/Treasurer	County Name Badge Order (if needed)		As needed: check page 5-35 for order dates and form	Name Badge Chair	

TEEA Membership List – County Form

District: _____ County: _____ Total Members _____ Date: _____

County Association Chair: **Print or type** information below. Make **one** list of all members per county. **Alphabetize** by last name. **Check New** if a new member. **Check Emeritus** if an Emeritus member and **Check the Messenger Paid** if a Messenger subscription has been purchased. Send **four** copies along with the dues to **District Director** by **October 15**. Use only this form anytime you send in dues. Keep original for county records.

	New	Emeritus	Name (last name, first name)	Complete address	Phone Number	Email	Messenger Paid
1	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
13	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
16	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
17	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
18	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
19	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
20	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>

New/Reorganized TEEA Club

Please circle one: **New** **Reorganized**

Recruitment of new members is vital to the future of our organization. Names of new clubs formed within the past 12 months and turned in by August 1 will be recognized at the Annual State Conference, along with the club or individual instrumental in the formation of that club. **Dues must be paid at the time the club is formed.**

District _____

County _____

Name of new club _____

Date new club formed _____

New club was organized by:

Individual _____

Club _____

Give details of how members were recruited for the new club:

Please list only one club per form.

The County Association Chair completes and sends this form to the TEEA President anytime a new club is formed, with a copy to the District Director (refer to page 6-49) and the 990 Consultant.

Financial Management Procedures

Instructions for Writing Checks

Name of Club/District	Check Number 123456
Pay to the Order of: <u>TEEA, Inc.</u>	\$_____ (print the amount)
_____ Dollars	(write out the number)
Name of Bank	
_____ (reason for writing the check)	_____ Signature

Membership

Clubs send their checks to the County Association Chair with the checks made out to the County Association. The County Chair makes one check to "TEEA, Inc." and sends it with the membership list (4 copies) to the District Director.

Name Badges

Since the Clubs and/or County Associations must order member name badges to comply with the state sales tax exemption laws, all name badge orders must include a check from the Club or County Association to TEEA, Inc. Send the name badge order and check to the Name Badge Chair. Once the Name Badge Chair collects all the checks and prepares her order form, she sends all of the checks to the TEEA Treasurer and sends the order forms to the company supplying the name badges. Name badges may also be ordered by individuals during the State Conference, which is a tax-exempt event. Name badges ordered during the year by an individual will require that sales tax be paid.

Remittance Form

Any money sent to the TEEA Treasurer must be accompanied by the Remittance to District Director form (located on the following page). Make copies of all remittance forms sent. **Do not send cash! Use one remittance form per check.**

If a check is made for several items, one remittance form is used, with the amount shown for each category listed on the remittance form: Coins for Friendship, Dollars for Scholars, dues, memorials, or TEEA sales. Specify under the "Other" category any remaining amount included in the check total.

Label each check that is sent with the words: "for deposit only" written on the back, but don't write so large that there is not enough room for our bank stamp.

Please handle all money carefully and keep records. All bank accounts, CDs, and other financial assets require two authorized signatures. All TEEA money should be deposited into a bank account.

Financial transactions that go through the county office must be in sealed envelopes, whether check or cash. The County Association Secretary may keep a TEEA file for such transactions. No cash is to be kept in the county Extension office or by the county Extension agent - Family and Community Health.

The County Association Chair completes IRS form 990 if county association gross income exceeds \$50,000 and submits it 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 all levels of the organization annually.**

Remittance to District Director

Date _____

Name _____

County _____

Total Amount Remitted _____

Check Number _____

For _____

State Dues _____

Coins for Friendship _____

Dollars for Scholars _____

State Conference Registration _____

Memorials _____

TEEA Sales (list items separately) _____

Other _____

County Association Chair: Please use this form any time your county sends a check or money order to the District Director. **Do not send cash.** Retain a copy for your records.

TEEA List of Association Officers - County Form

District _____ County _____ Date _____

1. County Association Chair, print or type information of association officers. Keep a copy for your files.
2. Send 4 copies of this form to your District Director by **October 1**. District Director forwards 1 copy of each county form to the TEEA President, 1 copy to the TEEA First Vice President for Leadership, and 1 copy to the TEEA Treasurer by **November 1**.

Office Held	Name	Mailing Address	Phone Number & E-mail Address
Chair			
Vice Chair			
Secretary			
Treasurer			
Reporter			

6-13

6-13

- 6-13

6-13

6-13

County Association Education and Community Service Honor Roll of Counties

The County Association may conduct or collaborate on countywide educational projects of importance to the county, such as women's forums, diabetes management, and cancer awareness screenings. This educational outreach will be reported on the County Monthly Report. Doing so allows for additional Honor Roll of Counties hours.

Community service is an important part of TEEA work. Honor Roll of Counties hours come from community service projects adopted by each club or county association in the name of TEEA. Volunteer work for other organizations (such as your church or hospital volunteer association) does not count as Honor Roll of Counties hours but can be counted for personal certified volunteer units (CVUs). (See pages 12-2 and 12-3 for CVU information.)

Honor Roll of Counties Volunteer Hours include:

- Volunteer community service by TEEA members on **TEEA-adopted projects (Club or County approved)**
- Volunteer hours in **actual TEEA volunteer work** (not individual, church, or senior center volunteering)
- Travel time to District Trainings and Conferences, State Board Meetings, and the State Conference. Mileage is counted at \$.14/per mile. Travel time to local club and county meetings is counted.

If another organization is reporting your volunteer hours, or if you are recognized through awards by another organization, then those volunteer hours can't be reported as TEEA Honor Roll of Counties Hours. When another organization co-sponsors an event with TEEA, then hours on that event, including planning, can count for TEEA Honor Roll of Counties Hours. All volunteering with AgriLife Extension counts because there is a formal partnership between TEEA and AgriLife Extension.

Why is volunteer time counted at \$29.95 per hour?

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2022 based on Bureau of Labor Statistics wage data (<https://independentsector.org/value-of-volunteer-time-2022/>).
- Texas A&M AgriLife Extension Service adopted the Independent Sector rate for all volunteer programs in 2011.
- TEEA adopted the Independent Sector rate in 2011.

Certified Volunteer Units - CVUs

- Certified Volunteer Units, or CVUs, are an opportunity for TEEA members to keep track of ALL the time (including TEEA volunteer time) they spend volunteering:
 - Volunteer service by a TEEA member on TEEA-adopted projects (Honor Roll of County Hours)
 - Volunteer service by TEEA members on individual volunteer efforts such as church, scouts, senior center volunteering. Travel is counted for CVUs.
- CVUs are an individual's volunteer record kept by the individual for individual recognition volunteer community service by TEEA members on TEEA-adopted projects

What counts for Honor Roll of Counties - TEEA Club Work, Educational Outreach, and Community Service Projects

- Volunteer hours for TEEA work:
 - TEEA club and county meetings, trainings, district and state trainings and conferences, media outreach, membership drives, and fundraising projects to support TEEA activities
 - 4-H and Extension Support - judging Texas 4-H Recordbooks as a TEEA member, being a member of the Leadership Advisory Board or Family & Community Health committee as a TEEA representative, training by Extension, interpretation to elected officials as a TEEA partner with Extension, and fundraising projects to support any part of Texas A&M AgriLife Extension Service. All work with Extension counts for Honor Roll of County Hours since there is a formal partnership between the two organizations.

- Volunteer community service by TEEA members on TEEA-adopted projects. Clubs and counties adopt projects each year to provide service and outreach in the community. Volunteer hours for TEEA work:
 - Community service activities, projects, and fundraisers adopted by TEEA
 - Collaborations with other organizations (county fair, American Heart Association, local fire department, nursing home visitation, library, school project, etc.)
 - Mileage, materials, and cash donated for TEEA, 4-H and Extension, and community service
 - Meals provided, raffle or door prizes donated, items made
 - Scholarships
 - 4-H, adult, and other financial support for individual youth education
- Dollars for Scholars
- Coins for Friendship

Think about your county's goals for community service: What do you want to accomplish? What community efforts truly need your support? What projects could attract new members because these individuals value the things that TEEA supports - home, family, and community? While each community may differ in some ways, there are many common needs where TEEA community work can make a difference. Your county will need to consider your own community to determine what community service opportunities to adopt for Honor Roll of Counties. Some suggested activities are given below:

- Adopt Habitat for Humanity families - provide each with a new set of cookware.
- Conduct a sewing class to teach this life skill to adults or youth. The place this class is conducted does not matter as long as the class is open to the community. Learning quilting has been shown to improve math performance in youth.
- Conduct food preparation classes for low-income women as part of Extension's Better Living for Texan's (BLT) outreach.
- Adopt your local volunteer fire department - make a quilt and raffle it to donate money for support.
- Develop a meal delivery program to homes of older adults - co-sponsor with a senior center.

Other Community Service examples related to TEEA's goal areas:

3. Citizenship – Legislative

- A. Meet the candidates forum
- B. Voter registration
- C. Legislative contacts with visits and letters
- D. Trips to Austin for legislative involvement or educational enrichment
- E. Public policy education

2. Natural Resources and the Environment

- A. Clean-up campaigns
- B. Beautification, tree planting, etc.
- C. Water quality and conservation
- D. Promoting Extension's Junior Master Gardener (JMG) in elementary schools

3. Family Life – Family Resource Management
 - A. Early Literacy - Fathers/Families Reading Every Day (FRED)
 - B. Financial literacy education; wills and estate planning
 - C. Intergenerational Programs with 4-H at senior citizen's centers
 - D. Safe Home Environments - Fall Prevention in the Home
 - E. Child Care – assist with after-school program, youth education on self-care.
4. Health – Safety
 - A. Child safety seat inspection and seat belt education
 - B. Family health history documentation
 - C. Smoke alarm and fire educational programs
 - E. Promote health, fitness, and nutrition
 - F. Chronic Disease Prevention: cancer screenings including mammography and self-breast exam, Pap smears, colorectal screenings; Do Well Be Well with Diabetes; Walk Across Texas; blood pressure and cholesterol screening; childhood obesity prevention; Master Wellness Volunteer.
5. International Understanding - Cultural Arts
 - A. Museum and art center assistance
 - B. Establishing historical markers
 - C. Cleaning up cemeteries
 - D. International pen pals
 - E. International guest speakers
 - F. Sponsor a family or child in a developing country
6. Leadership – Membership
 - A. Conduct leadership seminar
 - B. Take leadership role in community issue or projects
 - C. Recruit new members

TEEA Education and Honor Roll of Counties Reports: Monthly and Annual

Why are monthly and annual reports important?

- Records the benefits of TEEA to the county and to Texas as a 501(c)(3) educational organization
- Presenting “Big Checks” with dollar value of TEEA education and service to the county shows contributions of TEEA locally. This also brings recognition to TEEA and may attract new members.
- Shows scope and reach of educational programs
- Shows support to 4-H and Extension
- Shows scope and depth of community service
- Reporting monthly educational volunteer outreach helps AgriLife Extension document the results of their work with TEEA to the County Commissioner’s Court and the State of Texas.

County Monthly Report

- How is this different from the Club Monthly Report?
 - The County Monthly Report is used to record Education contacts and Honor Roll of Counties hours when the Association is the sponsor, like for a County Woman’s Forum.
 - Report using same guidelines as for the Club Monthly Report.
 - This report is NOT a consolidation of Club Monthly Reports.
 - This report shows how TEEA is reaching others at the county level.
- Club Monthly Reports are consolidated by the Club President on the Club Annual Report.
- Club Annual and County Monthly Reports are consolidated by the County Chair on the County Annual Report. Big Checks can be created to present to the Commissioner’s Court!
- Doing your report well, gives your county an opportunity to compete for the outstanding county, which each District Director selects as she reviews all County Annual Reports from her district.

What counts for educational programs on the Monthly and Annual Reports?

- State-recommended programs that the Association presents for community-wide participation
- Educational programs for Association meetings by guest speakers or TEEA members
- Educational tours by and for the TEEA County Association
- Education in cooperation with Extension related to TEEA’s core educational areas: family life and family resources (housing, clothing, money), health and safety, natural resources and the environment, membership and leadership, and cultural arts
- Education by TEEA members trained by Extension as Master Wellness Volunteers, Master Gardeners, Master Naturalists, Master of Memory teachers or for other Extension educational outreach like Better Living for Texans or teaching 4-H or other youth to sew, or prepare food.

These are “2 for” opportunities to expand TEEA’s educational reach in the community with Texas A&M AgriLife Extension Service

County Association Monthly Report, 2022-2023

Educational Programs, TEEA Volunteer Hours, and Scholarships for _____(month)

The County Chair completes a monthly report as necessary for County Association-sponsored educational events and provides a copy to the county Extension agent - FCH. **This report is not a summary of club monthly reports.** A copy will be retained for County Association records to aggregate into a County Association Annual Report.

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										

Total from Attendance at TEEA Monthly Meeting and non-TEEA Presentations (F = Female; M = Male)											
White		Black		Hispanic		American Indian		Asian/Pac. Islander		Total	
F	M	F	M	F	M	F	M	F	M	F	M

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 county 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 Month of _____
\$ _____		\$ _____		\$ _____

Optional Monthly Program Highlight

Give a program highlight describing special accomplishments.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

County Annual Report, 2022-2023

Educational Programs, TEEA Volunteer Hours, and Scholarships

The County Chair aggregates all Club Annual Reports and County Association Monthly Reports into one County Annual Report. The County Annual Report is due to the District Director by July 15.

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 county 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
\$		\$		\$

Annual Program Highlights

Give a program highlight describing special accomplishments.

Coins for Friendship

Coins for Friendship charitable contributions are used for a special project at the State 4-H Center. Club members donate/contribute coins (and dollars) at their meetings.

Funds from clubs should be sent to the County Association Chair by May 1.

County funds should be sent to the District Director by May 15.

District Directors forward fund to the TEEA Treasurer by June 1.

Dollars for Scholars

The Dollars for Scholars program began in 2008 to supplement funds for our state scholarship programs. With the declining membership, additional dollars have been needed to fund \$18,000 for 12 District 4-H Scholarships (\$1,500 per District).

Funds collected throughout the club year should be sent from the clubs to the County Association Chair by May 1.

The County Association Chair should send the funds to the District Director by May 15.

District Directors forward fund to the TEEA Treasurer by June 1.

TEEA Adult Career Scholarships

Two Adult Career scholarships were established in 1983 to be awarded annually, beginning in 1984. A third scholarship was established in 1986. A fourth scholarship was established in 1990. A fifth scholarship was established in 1991 and awarded in 1992. The five scholarships were named for past Texas Extension Education Association, Inc. Presidents. However, due to lack of funds in 1997, only two scholarships were given. At present, the two scholarships are named for the past two TEEA Presidents. The amounts of the scholarships are reviewed each year by the Finance Committee.

Upon completion of a TEEA President's term of office, that TEEA President's name will be added as the name of the second Adult Career Scholarship, shifting the other TEEA Presidents' names up, eliminating the top name, and keeping the last two former TEEA Presidents' names as names of Adult Career Scholarships.

Funds for these scholarships are included in the annual TEEA budget. However, contributions to the Adult Career Scholarship Fund are an excellent way in which to honor friends and loved ones through donations and memorials.

General Information

1. The applicant must be an active member of TEEA (minimum of 2 full years).
2. The applicant must have reached his/her 25th birthday by the time the application is turned in to the District Director. The applicant will complete The Adult Career Scholarship Application (page 6-24) and the Resume for Adult Career Scholarship Application (pages 6-25 and 6-26). These forms must be submitted to the District Director by March 1.
3. Each district may have only one entry. The District Director will appoint judges to select one entry for competition at the state level.
4. The district's winning adult scholarship entry will be given to the District Director at the District Spring Conference to be delivered to the TEEA Adult Career Scholarship Committee Chair at the Spring Board Meeting, where they are judged.
5. The TEEA President shall appoint a committee annually to award TEEA Adult Career Scholarships.
6. The committee will judge the district winners' entries at the Spring Board Meeting.
7. Two Adult Career Scholarship winners and two alternates will be announced during the Spring Board Meeting.
8. The winners will complete the TEEA Scholarship Personal Information form enclosed in a letter from the TEEA President. This form will be returned by July 15 to the TEEA Treasurer, providing information about the institution to which the scholarship will be sent. At that time, the check will be mailed directly to the school. No money will go directly to the scholarship winner.

TEEA Adult Career Scholarship Application

Name: _____

Age: _____

Address: _____

Institution Attending _____

Institution Address and contact phone number _____

Email Address: _____

County: _____

District: _____

Phone Number: _____

Due: County Association Chair will submit to District Director by March 1

District Director will submit the winning applicant's papers to the Adult Career Scholarship
Committee Chair at the Spring Board Meeting

II. Education: _____

III. Work Experience and/or Volunteer Activities: _____

IV. School to Be Attending: _____

Courses to Be Taken: _____

Estimated Cost: _____

Estimated Time of Completion: _____

V. References: A letter of reference from each of the following should be attached to this form:

- A. TEEA Club or County Officer
- B. Professional
- C. Personal (not a member of family)

VI. Narrative: Attach a separate page. The narrative should be approximately 200 words. Include why you want this scholarship, your financial need of the scholarship, how this scholarship will help you, and the opportunities available upon completion.

Score Card

Applicants Need	15 points
TEEA Background	15 points
References	15 points
Narrative	25 points
Potential for use of study	<u>30 points</u>
	100 points

TEEA Alumnae Scholarship

In 1995, one Alumnae Young Adult Scholarship was established by the TEEA Alumnae Committee. It has been awarded annually since 1996. The initial scholarship was \$500.00. In 2003, the TEEA Board voted to name two scholarships: the Jane Leathers and the Ruth Taylor Young Adult Scholarships. In 2011, the TEEA Board voted to add two additional scholarships in the names of Dr. Bonnie McGee and Dr. Judy Warren. In 2014, the scholarship was renamed TEEA Alumnae Scholarship. Any additional scholarships will be named for the immediate past TEEA President.

The number of scholarships and the amount are dependent on availability of funds. Funds for the scholarship are raised by donations, memorials, and fundraisers by members of the Alumnae Committee. Anyone may contribute to this scholarship fund.

A promotional handout about this scholarship is on the following page.

General Information

1. The applicant must be a former 4-H member **or** the son/daughter, grand or great grandchildren of a current TEEA member.
2. At the time of application, applicants must have completed a year of higher education and be less than 25 years old. Applicants can apply more than once, even if they are a past recipient.
3. Applications will be available from County Association Chairs, District Directors, and the Chair of the Alumnae Committee. A copy of the application is located on pages 6-28 and 6-29, and 12-19 and 12-20, and on the TEEA website. Any TEEA member or Extension agent can make the application available to anyone interested in applying for this scholarship that meets the requirements.
4. Completed applications will be sent directly to the State Alumnae Committee Chair and must be postmarked by April 1, with a copy to the TEEA President.
5. Applications will be judged at the TEEA Spring Board Meeting.
6. Applications will be acknowledged and the winner notified by the Alumnae Chair immediately after judging is completed. The TEEA Scholarship Personal Information Form (page 12-10) will be sent to the winner. The form is to be completed and returned - one copy to the TEEA President and one copy to the TEEA Treasurer - to designate the institution to which scholarship funds will be sent.
7. The applicant must remain a full-time student, or the amount will be returned to TEEA.
8. The scholarship(s) may be applied for use at the beginning of the school semester and used as needed.

TEEA Alumnae Scholarship Application

An TEEA Alumnae Scholarship with a minimum of \$500 will be awarded by the Texas Extension Education Association, Inc. The number of scholarships and the amount may be increased depending on availability of funds.

Submit an application to the TEEA Alumnae Chair, postmarked by April 1. Notify Mrs. Alexander via email that your application has been mailed.

Violet Alexander, TEEA Alumnae Chair
7411 Albert Rd.
Austin, TX 78745
Phone: 512-444-3400
Email: crusieralexander@sbcglobal.net

The criteria for this scholarship are:

1. Must have completed a year of higher education and be less than 25 years old at the time of application. Applicants may apply more than once, even if a past recipient.

2. Must be a former 4-H member: Your County _____ Years in 4-H _____

or the son/daughter/grand or great grandchild of a current TEEA member.

The TEEA member's name and Your relationship: _____

3. Have you received this scholarship before? No _____ Yes _____ When? _____

Name _____ Student ID# _____
(Last) (First) (Middle)

Mailing Address _____
Street/P.O. Box City, State, Zip

Telephone Number _____

Texas A&M AgriLife Extension District (check)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Email _____

Date of Birth _____ Age _____

High School attended _____ Year graduated _____

Colleges/schools attended _____

Present college/university/school _____

Major _____ Minor _____

Please list your activities, honors, club memberships, etc.

College _____

Church _____

Other _____

TEEA Alumnae Scholarship – Page 2

Estimated graduation date _____

Plans upon graduation:

Volunteer work (present)

College/school _____

Church _____

Community/other _____

Financial Status

List scholarships you are receiving (names, amounts and time period) per semester # of years

_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Parental support _____ Spousal support/resources _____

Other support _____

Work experience _____

Part time employment during school year \$ _____

Type of work _____ hours/week

Summer-time employment \$ _____

Type of work _____ hours/week

Please furnish the following:

- References: a letter of recommendation from each of the following:
 - Advisor/Professional
 - Personal (not a family member)
- Narrative: Attach a separate page. The narrative should be approximately 250 words. Include why you want/need this scholarship and your personal plans upon graduation.
- An official or unofficial transcript of your college/school grades (attach to the scholarship application).

4. Proof of Enrollment

Score Card:

A final decision will be made by TEEA Alumnae Scholarship Committee:

Applicant's need	30 points
References	5 points
Narrative	30 points
Potential for use of major	25 points
<u>Neatness and Grammar</u>	<u>10 points</u>
Total	100 points

Form A – _____ County Delegates and Alternates

To: County Association Chair

1. Complete this form after your county has elected delegates and alternates, and mail it to your District Director 30 days prior to the District Spring Conference. County Delegate Credentials (Form A) for State Conference are due July 1 to the District Director, along with State Registration.
2. This form must be signed by the County Association Chair and the Election Secretary.
3. Please check below if these are District Spring Conference delegates or State Conference delegates.

Check One: District Spring Conference Delegates _____

TEEA State Conference Delegates _____

Delegates' Names:

Address:

Club:

1. _____

2. _____

3. _____

Alternates' Names:

Address:

Club:

1. _____

2. _____

3. _____

Date of Election: _____

Signature of County Association Chair: _____

Signature of Election Secretary _____

10/15

Cultural Arts Exhibit and Competition

Objectives

- To establish a broader understanding and awareness of the arts.
- To create expressions and to expand artistic abilities to the club members and others.
- To envision individual growth, inspiration, and enrichment through participation in varied "Forms of Art."

Texas Cultural Arts Exhibit Categories

1. Afghans, Tablecloths, Bedspreads, Blankets, and Throws – knitted, crocheted, and weaving
2. Ceramics, China, Porcelain, and Pottery
3. Craft Painting – tole and decorative, stenciling – may include wood, metal, glass, fabric, and gourds
4. Decorated Garments – purchased or handmade – embellished or decorated with fabric, ribbon, trim, stones, and/or lace (clothing and accessories)
5. Fabric Creations – (must be made of fabric) – may include dolls, animals, baskets, pillows, braided rugs, door stops, crocheted rag rugs, etc.
6. Fiber Arts – crocheting, knitting, tatting, macrame, and spinning – may include clothing, doilies, scarfs, and other small items
7. Garments and Accessories Handmade – sewing
8. Needlework – needlepoint, crewel, embroidery, candlewicking, smocking, and counted cross stitch
9. Machine Embroidery
10. Any Holiday or Seasonal Decoration – any holiday, any medium
11. Jewelry – may include beads, clay, paper, shells, stones, watercolor, and wood
12. 12 A-1. Painting – Oils
- 12 A-2. Painting – Watercolors
- 12 A-3. Painting – All Other
- 12 B-1. Drawing – Pencil
- 12 B-2. Drawing – Charcoal
- 12 B-3. Drawing – All other
13. Paper – may include note cards and pages
14. Traditional Scrapbooks (handmade)
15. Digitally Produced Scrapbooks (Computer – Shutterfly, Creative Memories, etc.)
16. Photography – photo paper – black and white
17. Photography – photo paper – color
18. Photography – any other medium (canvas, glass, wood and fiber) (No larger than 16 x 20)
19. Quilts – smaller than 50 x 70 – Hand Quilted
20. Quilts – larger than 50 x 70 – Hand Quilted
21. Quilts – smaller than 50 x 70 – Machine Quilted
22. Quilts – larger than 50 x 70 – Machine Quilted
- 23 A. Quilts Twin Size or larger – Hand Quilted – constructed and quilted by two or more members
- 23 B. Quilts Twin Size or larger – Machine Quilted – constructed and quilted by two or more members
24. Recycled Items – any medium
- 25 A. Wall Hanging – not Quilted
- 25 B. Wall Hanging – Quilted
26. Miscellaneous (items that do not fit any previous category)

Rules – Cultural Arts Exhibit

1. Only Texas Extension Education Association members are eligible to enter the exhibit categories. TEEA members are those who have paid state dues in a timely manner. **Dues must be paid before entering on any level.**
2. **Kits will be allowed.**
3. Only one item per person may be entered in each category. If it is a set – limited to 4 pieces (Example: Jewelry – ring, bracelet, necklace, earrings)
4. Each county will hold its own elimination and may send the first and second place winners in each category to district competition.
5. Each district may enter only the first place winner in each category for state competition.
6. Each article must be the work of the TEEA member or members, if applicable, displaying the work, **said work completed during the past year.**
7. Type or print the description of each article on the TEEA Cultural Arts Form (sample form on page 6-34; forms for duplication on page 6-35), and attach the form to article. Entries will not be accepted unless this information is already attached at the time the item is checked in for competition. The County Association Chair and the District Director **must** sign this form.
8. For State competition, District Directors should send a list of Cultural Arts District Winners to the Host District Cultural Arts Exhibit Chair following district competition.
9. Each winner is responsible for getting exhibits to and from the state conference site.
10. Each winner should provide their own materials to exhibit the articles. Tape and nails cannot be used on the walls.
11. Entries will be exhibited by category.
12. Neither the district nor the state will be responsible for any lost, misplaced, or broken items. We do not anticipate any misfortunes, but this disclaimer must be clearly understood by all exhibitors.
13. Hostesses will be on duty at all times.
14. Each entry must be judged at the state level in the same category it was judged at the county and district levels.
15. Judges will judge entries in each category and award a first and a second place ribbon. If the judges should decide that no entry deserves a ribbon, they have the option to award no ribbons.
16. The form attached to each item (sample form on page 6-34; forms for duplication on page 6-35) **must** be folded so that only the category number, category name, and description can be seen by the judges.
17. Judges will consider the criteria on the Cultural Arts Judging Score Card on page 6-33.
18. Best of Show item will be selected by the judges from the first place winners at the State Conference Cultural Arts Exhibit.
19. The County Association Chair will complete the Cultural Arts Winners form for Counties (Sample on pages 6- 36 to 6-37A; download form from TEEA website Forms tab) and send to the District Director 30 days prior to the District contest.

Cultural Arts Judging Score Card

Criteria for Categories 2, 3, 12: Ceramics, China, Porcelain, Pottery, Craft Painting, Painting & Drawing

Execution 12 _____

Artistic Appeal 10 _____

Technique 8 _____

Total: _____

Criteria for Categories 10, 11, 25A: Holiday and Seasonal Decoration, Jewelry, Wall

Hangings – Not Quilted

Originality 12 _____

Workmanship 10 _____

Artistic Appeal 8 _____

Total: _____

Criteria for Categories 1, 6, 8, 9: Afghans, Tablecloths, Throws, Crocheting, Knitting, Crewel, Needlepoint, Fiber Arts, Hand Stitchery, Machine Embroidery

Workmanship 12 _____

(Evenness of all stitches and ends concealed, etc.)

Color Harmony 10 _____

Design 8 _____

(Difficulty of task)

Total: _____

Criteria for Categories 4, 5, 7: Decorated Garments, Fabric Creations, Handmade Garments

Design 12 _____

Appearance 10 _____

Technique 8 _____

(Seams straight, neatness, etc.)

Total: _____

Criteria for Categories 13, 14, 15, 16, 17, 18: Paper, Traditional & Digitally Produced Scrapbooking, All Photography

Composition 12 _____

(How pictures are put in and color coordination)

Clarity 10 _____

(Explanation of picture, finish; matting, or edging)

Neatness 8 _____

Total: _____

Criteria for Categories All Quilts 19, 20, 21, 22, 23A, 23B, 25B-Wall Hangings-Quilted

Workmanship 12 _____

(Corners meet, straight even stitches, no puckers)

Color Harmony 10 _____

(Eye appeal, color palettes to match)

Design 8 _____

Total: _____

Criteria for Categories 24, 26: Recycled Items, Miscellaneous

Originality 12 _____

Technique 10 _____

(How well it is done)

Execution 8 _____

Total: _____

TEEA Cultural Arts Form

This form **must** be attached to each item entered in the Cultural Arts Contest. It must contain the following information. **Please print or type.**

Category No. _____ Category Name _____

Item & Description _____

(Fold under on dotted line.)

Name of Exhibitor _____

Mailing Address – Street _____

City _____ Zip Code _____

Signatures: _____

County Association Chair: _____

District Director: _____

County _____ District _____

Items without this form attached **at the time of entry** will **not** be accepted for judging. Fold the form on the dotted line so only the category, item, and description can be seen.

The same form must be attached at all levels of competition. The County Association Chair will sign the form certifying that the item won at the county level and will be the same item entered at the district level. The District Director will sign the form certifying that the item won at the district level and will be the same item entered at the state level.

The next page has multiple forms, which are provided for duplication purposes.

TEEA Cultural Arts Forms for Duplication

Category No. _____ Category Name _____

Item & Description _____

(Fold under on dotted line.)

Name of Exhibitor _____

Mailing Address – Street _____

City _____ Zip Code _____

Signatures: _____

County Association Chair: _____

District Director: _____

County _____ District _____

Category No. _____ Category Name _____

Item & Description _____

(Fold under on dotted line.)

Name of Exhibitor _____

Mailing Address – Street _____

City _____ Zip Code _____

Signatures: _____

County Association Chair: _____

District Director: _____

County _____ District _____

Cultural Arts Winners – County Form

County: _____ Date: _____
 County Association Chair sends completed forms (3 pages) with first and second place winners to the District Director 30 days prior to District contest.

	Category	Item	Winner's Name
1	Afghans, Tablecloths, Blankets, Bedspreads, and Throws	1.	1.
		2.	2.
2	Ceramics, China, Porcelain, and Pottery	1.	1.
		2.	2.
3	Craft Painting	1.	1.
		2.	2.
4	Decorated Garments	1.	1.
		2.	2.
5	Fabric Creations	1.	1.
		2.	2.
6	Fiber Arts	1.	1.
		2.	2.
7	Garments and Accessories - handmade	1.	1.
		2.	2.
8	Needlework	1.	1.
		2.	2.
9	Machine Embroidery	1.	1.
		2.	2.
10	All Holiday or Seasonal Decorations	1.	1.
		2.	2.
11	Jewelry	1.	1.
		2.	2.
12 A-1	Painting-Oils	1.	1.
		2.	2.
12 A-2	Painting-Watercolors	1.	1.
		2.	2.

Cultural Arts Winners – County Form

County: _____ Date: _____

	Category	Item	Winner's Name
12 A-3	Painting – All Other	1.	1.
		2.	2.
12 B-1	Drawing - Pencil	1.	1.
		2.	2.
12 B-2	Drawing - Charcoal	1.	1.
		2.	2.
12 B-3	Drawing – All Other	1.	1.
		2.	2.
13	Paper	1.	1.
		2.	2.
14	Traditional Scrapbooks	1.	1.
		2.	2.
15	Digitally Produced Scrapbooks (Computer)	1.	1.
		2.	2.
16	Photography – Photo Paper – black and white	1.	1.
		2.	2.
17	Photography – Photo Paper - color	1.	1.
		2.	2.
18	Photography – any other medium (no larger than 16 x 20)	1.	1.
		2.	2.
19	Quilts - smaller than 50 x 70 - hand quilted	1.	1.
		2.	2.
20	Quilts - larger than 50 x 70 - hand quilted	1.	1.
		2.	2.
21	Quilts - smaller than 50 x 70 - machine quilted	1.	1.
		2.	2.

Cultural Arts Winners – County Form

County: _____ Date: _____

	Category	Item	Winner's Name
22	Quilts - larger than 50 x 70 - machine quilted	1. _____	1. _____
		2. _____	2. _____
23A	Quilts – Twin size or larger - hand quilted – constructed or quilted by 2 or more members	1. _____	1. _____
		2. _____	2. _____
23B	Quilts – Twin size or larger - machine quilted – constructed or quilted by 2 or more members	1. _____	1. _____
		2. _____	2. _____
24	Recycled Items	2. _____	1. _____
		2. _____	2. _____
25 A	Wall Hangings – Not Quilted	1. _____	1. _____
		2. _____	2. _____
25 B	Wall Hangings – Quilted	1. _____	1. _____
		2. _____	2. _____
26	Miscellaneous	1. _____	1. _____
		2. _____	2. _____

Publicity and Public Relations

There is more to communicating about TEEA than announcing club meetings and events. Every club member is in “public relations.” The activities of your club and what members say about those activities creates the image of TEEA in your community. Showcasing the difference TEEA makes in the community and in the lives of its members helps attract new members, too.

TEEA members have a story to tell. What is it? What are the most important things others should know about your club or its activities? What are some interesting or unique things about your group or its activities? How often do you make the opportunity to get these points across?

Keep these ideas in mind as you go about seeking publicity and creating a positive public image for your club. **All publicity should emphasize the educational values and benefits of TEEA. Always plan your publicity in advance, and try to use more than one method for communicating about events.** Here are some publicity outlets to consider.

Newspapers

News Stories – Guidelines for Writing News Releases:

1. There are two kinds of stories you can write about meetings or important events – advance stories to announce the event, and follow-up stories to tell what happened.
2. Focus on the **big six**: Who, What, When, Where, Why, and How.
3. Start your advance story with the **purpose** of the meeting or activity; begin the follow-up story with the **most important happening**.
4. Build with important details at the top, and leave the least important details for last. Keep sentences short, preferably under 20 words and paragraphs under 60 words. Use simple language; avoid big words.
5. Practice the ABCs of news writing: **Be Accurate – Be Brief – Be Clear**.
6. Always type the news release on plain white paper. It should be double-spaced.
7. In the upper left-hand corner of the first page, put the following (this should be single-spaced).

Contact:

Your Name
The Name of Your Club
Street and City Address
Your Phone Number

8. In the upper right-hand corner, put the date and “For Immediate Release.”
9. If the news release has more than one page, put your club name and the page number on each page. Put ##### at the end of the article (##### is a newspaper symbol for the end of a press release).
10. Double-check your information, spelling (especially of names), and typing before you send or take the news release to the paper.

Feature Stories

If you have an unusual or unique story, it may merit a feature in your local paper. Features are usually about a happening, person, or event. If you have an idea, call the editor and briefly tell about it to see if there is any interest.

Club projects make good feature stories. Consider these examples for interesting features:

- Club members test water quality in the community
- Club/county donates clothes and school supplies to Helping Hands
- Club conducts *Walk Across Texas* with schools to prevent childhood obesity
- Club plants trees in parks or along roadways
- Club sponsors self-protection workshop for women
- Club conducts household energy audits

Features usually have photos. Be prepared to have a photographer take photos to accompany the feature story. Photos need to have some action. Pictures of people just standing around are not very interesting. You will need to line up people and places for the pictures. If the photos will be made at an event, have people ready for the photographer when he/she arrives.

Calendar of Events

Find out the deadlines for a calendar of events, if your paper has one. Usually it is a week in advance. This can be an ideal spot for announcing club meetings or other events. Stick to the facts: the club name, where the meeting will be, what time and date, and who or what the program will be.

Radio

Public Service Announcements (PSAs)

Some radio stations will do publicity announcements as a public service. One method for radio publicity is to provide a news release to the station. It needs to be very short — ½ page, typewritten, and double-spaced. Make sure it states the who, what, when, and where. Also give your name and phone number as a contact person.

A few radio stations will let the club record its own public service announcement. Choose a person who has a good voice and is not nervous to do this task. Generally, you make the 30-second recording at the radio studio.

Radio Interview Shows

Club members may have a chance to be interviewed about an upcoming event or some other subject of interest. Remember to keep your answers “to the point,” and to speak in complete sentences. It is also most important to use your voice to reflect enthusiasm and interest. If you do not feel you are the best person for this job, ask someone else from the club to do it.

Television

Television News

Local television news time is very limited, so you have to have a special story before it is likely to receive coverage. Some weeks before your event, call the news director and briefly tell him or her about the event and what they can see. Remember that television is a visual medium and that is the primary interest. For example, if you have a display on water quality education, that is fine. But it will be a more interesting television story if you can have some people there actually testing water. The TV cameras will have some action to show.

Television Public Service Announcement

Just as with a radio PSA, you need a script of ½ page to tell about your event. Some television stations may also request a slide that can appear on the screen while the script is read. You can have a slide made of your club emblem or use a slide of the same event last year, etc. Other stations will not want a slide and will simply put the name of your group and the event on the screen.

Television Interview Show

Often, a local television host or hostess will do brief interviews with people from civic groups to help them promote events. Go prepared with your facts—the who, what, when, where, etc. Print this information on a small card, and take it with you in case you forget. You can just look at your card and refresh your memory. Also think of one or two sentences that explain why this will be a fun, entertaining, educational event.

Being on camera can be unnerving. Choose someone from the club who is well informed, speaks well, and is not usually nervous.

Doing a television interview is not very difficult. Simply follow all directions given by the program director. Usually you will be told to look at the interviewer and not the camera. Answer questions in full sentences, not just “yes” or “no” type answers. Keep it brief and to the point. It is important to sound and look enthusiastic. Smile and speak as though you were in a regular conversation with the interviewer.

Wear clothing in a medium color or pastel shade. Do not wear black, white, or bright red. Also avoid large patterns; solids are best. Leave your noisy bracelets and sparkling jewelry at home. Go light on make-up,

and do not worry about glasses. The crew can arrange lighting accordingly, so wear glasses if you need them.

Posters and Flyers

Posters and flyers can require a lot of time and effort and be useless unless they are placed where the people you want to attract to your event will actually see them. People are exposed to hundreds of signs daily. Would your sign stand out or be seen? If not, choose another publicity method.

Poorly lettered posters that look dull or sloppy can create a negative image of your club and your event! For a few dollars out of your club treasury, you can get professionally done posters or flyers at a local print shop. Decide where the posters and flyers should go, and recruit club members to get them there. Do not put them out at random.

Personal Communication

Public Speaking

Start a speaker's bureau. One or more of your members may have a good lesson they can share in the form of a talk to another group. Or you may have someone who can talk about TEEA as an organization. Contact the program chairs of local organizations to find out if they are interested. Remember, however, that you only want to send out **good** speakers who enjoy giving talks and are not overly nervous.

Letters

Letters of thanks—both the personal kind and letters to the editor—are good public relations for your club. If the television station did a nice feature on your event, thank them for it and commend their interest in local activities. They will remember that you appreciate their efforts, and you helped their organization get positive publicity as well.

Spread the Word

We all have conversations with lots of different people. When it is appropriate, mention your activities with TEEA members, what they do, and how they contribute to the community. In addition to helping you recruit new members, you are generating positive public relations for your club.

Basic Pointers for Good Media Relations

- **Be sure only one person from your group is contacting the news media.** Two members calling the same newspaper editor or program director are bound to create confusion.
- **Be quick to establish personal contact** with the right people at each newspaper, radio, and television station in your area.
- **Be sure to write everything down.** Do not trust important facts, names, etc. to your memory.
- **Be prompt.** Get news releases and publicity out in time to meet media deadlines.
- **Be legible.** Type all news releases. Check spelling and grammar, and revise as needed.
- **Be accurate.** Double check dates, names, and places before you submit your copy. Do not expect retractions or a second story to correct your error.
- **Be brief.** Newspaper space and air time are costly. A news release should fit on one page when typed double-space. It should tell the who, what, when, where, and why of your story right at the beginning.
- **Be business-like.** Never try to get publicity by pressure of friendship or business connections. Never ask when a story will appear. Never ask for clippings.
- **Be appreciative of all space and time given to your organization.** The media giving the space or time also has space and time for sale. Write personal thank you notes or letter-to-the-editor thank you notes.
- **Be professional.** Media people are always invited guests. Never ask them to buy tickets, pay admission, or pay for meals.
- **Be brave.** Do not be afraid to suggest something if you honestly believe you have a workable idea. Media people welcome original ideas when they are practical and tell a good story.

11/08

Duties of the County Association Vice Chair

1. In order to be eligible for election as a County Association Vice Chair, a person shall have been a TEEA member for at least one year and have held an office at the Club level for at least one year.
2. The County Association Vice Chair shall be elected from nominees submitted by the clubs by a majority vote at a County Association meeting prior to the TEEA Annual State Conference. The two year term of office shall begin the first day of the month following the TEEA Annual State Conference. The County Association Vice Chair shall not be eligible to serve consecutive terms.
3. The County Association Vice Chair assists the County Association Chair and presides at County Association meetings in the absence of the Chair. The County Association Vice Chair may be assigned leadership for County Association projects.
4. The County Association Vice Chair attends the District Fall Training meeting with the County Association Chair.
5. Serving one year as County Association Vice Chair fulfills one qualification for eligibility as a candidate for the office of District Director and State Education Committee Chair.
6. The County Association Vice Chair works with the county Extension agent – FCH to develop the county yearbook (programs and activities).

Duties of the County Association Secretary

1. The County Association Secretary will complete minutes for each meeting and maintain a file of all County Association minutes permanently.
2. The County Association Secretary will keep an official County Association roll call and attendance.
3. The County Association Secretary will handle and keep a file of all correspondence, communications, and committee reports for the County Association
4. Provide motion forms (located on the following page) to Association members as necessary.
5. In the absence of the County Association Chair and Vice Chair, the County Association Secretary will preside over the County Association meeting.

Duties of the County Association Treasurer

1. The County Association Treasurer should keep all financial records that pertain to TEEA. The IRS rule is to keep records for a four-year period; however, for individual accountability, TEEA requires that records be kept for seven years. For additional information regarding retention of records, the IRS publication, Compliance Guidelines for 501(c)(3) Public Charities, provides clear guidance for financial records. This publication is located at: <http://www.irs.gov/pub/irs-pdf/p4221pc.pdf>.
2. The County Association Treasurer will keep accurate records of all financial matters and money sent from the county to the TEEA Treasurer.
3. The County Association Treasurer will make the appropriate checks payable to the "TEEA, Inc."
4. Orders for TEEA name badges and accompanying checks go directly to the TEEA Name Badge Chair. Checks for name badges should be made payable to *TEEA, Inc.*. All checks should have "For Deposit Only" written on the back. All checks must have a memo on the left lower front corner containing specific information about county, club, district, number of names, or a separate list attached to the check.
5. The County Association Treasurer will keep a file of receipts and canceled checks covering all payments.
6. The County Association Treasurer will provide a financial report at all County Association meetings.
7. The County Association Treasurer provides an annual statement and asks for a review of accounts annually by a financial review committee that she appoints. This committee completes the Annual Review of TEEA County Funds form (page 6-45) and presents it to the Association membership annually.
8. The County Association Treasurer collects membership dues and other moneys for the association.
9. The County Association Treasurer pays bills on the County Association Chair's authorization and/or County Association approval.
10. The County Association Treasurer advises other officers and members on needs and plans for raising money.
11. The County Association Chair completes IRS form 990 if county association gross income exceeds \$50,000 and submits it 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 all levels of the organization annually.**
12. The County Association Chair and Treasurer will make sure all checks are filled out correctly and sent with a remittance form to the District Director.

Annual Review of TEEA County Funds

The questions below may be used by the County Financial Review Committee, appointed by the County Association Treasurer, to help assure that financial assets of the TEEA County Association are appropriately documented.

1. List all Checking, Saving, and CD account names (numbers) and locations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are the account names proper? (It cannot say: "_____ County" in beginning of title.) ____ Yes ____ No

If no, how should the account name be changed? _____

2. List Employer Identification Number (EIN): _____

Is this a legitimate EIN? ____ Yes ____ No

If no, what should be done to acquire an EIN? _____

3. Whose signatures are on each account above?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are these current and acceptable signatures? ____ Yes ____ No

If no, what should be changed? _____

4. Is there an annual budget for the checking account? ____ Yes ____ No

If no, what should be done to prepare a budget? _____

5. Is there a current bank statement for each account? ____ Yes ____ No

6. Is there a list of tangible property owned by TEEA? ____ Yes ____ No

7. Are there Bylaws or standing rules and investment policies for TEEA? ____ Yes ____ No

If no, what should be done to prepare these? _____

8. In case of dissolution, has the county distributed its assets to a 501(c)(3) organization? ____ Yes

____ Yes (This is a requirement of the State TEEA Bylaws) _____ Not applicable at this time

Financial Review Committee Chair Signature



TEEA County Association Treasurer Signature



TEEA County Association Chair Signature

Date of Review

Template for “Big Check”

The examples of “Big Checks” below are provided for your county to fill in the annual dollar value of all clubs’ and the County Association’s Education Program and Honor Roll of Counties work. Once you’ve completed your County 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 with Association members, County Commissioner’s Courts, and the general public through a news article to acknowledge the dedication of TEEA members to education and community service in a dollar value. Showing TEEA’s value can be a recruitment tool for new members.

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

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

State Sales Tax Exemption

The Texas Extension Education Association, Inc. met the requirements for exemption as a 501(c)(3) organization effective February 21, 1984. Therefore, the organization may issue an exemption certificate in lieu of the Limited Sales, Excise, and Use Tax on taxable items purchased, which relates to the purpose of TEEA - education and training. The item cannot be used for the personal benefit of the individual. This certificate does not require a number to be valid and may be reproduced in any quantity. **Do not put your EIN on this certificate or use it for sales tax exemption purposes.**

With this exemption, TEEA does not have to pay state or local sales tax for merchandise purchases used for educational purposes. In the case of WalMart, Hobby Lobby, Staples, Lowes, and other retail outlets, **an internal number may be issued locally, specifically for the organization - this will not be your EIN.** See the store manager if there are questions about this internal number. If you go to any of these stores frequently, you can take the sales tax exemption form and register it with the office.


The exemptions authorized by the State of Texas are applicable to items subject to the Limited Sales, Excise, and Use Tax Act only. **The exemption does not apply to hotels, motor vehicles, motor fuel, airlines, or other items, which are taxed under other provisions of the State Statutes.**

Instructions for Filling out the Form

When filling out the Texas Sales and Use Tax Exemption Certification form (copy of the form is on following page), be sure to use "Education and Training" as the reason under the section "Purchaser claims this exemption for the following reason. Purchase is exempt." The use of terms like office supplies, craft supplies, or other specific items could result in sales tax being applied to the purchase. TEEA is an educational organization and gets to use this exemption for education and training purposes.

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

<p>I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:</p>		
<p>Seller: _____</p>		
<p>Street address: _____ City, State, ZIP code: _____</p>		
<p>Description of items to be purchased or on the attached order or invoice:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Purchaser claims this exemption for the following reason:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.</p> <p><i>I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.</i></p>		
 Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

IRS Requirements for Non-Profit Organizations

The Texas Extension Education Association, Inc. was granted a 501(c)(3) federal tax exempt status (documentation on page 6-51) as a non-profit educational organization by the IRS on July 27, 1990. This status exempts TEEA from paying federal income tax. TEEA, Inc., an association with gross receipts of over \$50,000 annually, is required to file *Form 990* annually. *Form 990* is an information return completed by the TEEA Treasurer.

Each club, county association, and district entity is classified by the IRS as a **TEEA affiliate** when they have an **Employer Identification Number** or **EIN** (also known as Tax Identification Numbers [TIN]).

The **EIN** is a form of registration required by the IRS for all non-profit organizations such as TEEA, Inc. and TEEA affiliates. The **EIN** is the correct number to be used by affiliates and TEEA, Inc. when a bank account is established rather than using an individual's Social Security number.

Any club not having a current **EIN** must **contact your District Director or the TEEA President and 990 consultant**.

Download and fill out Form SS-4 from the IRS website, <http://www.irs.gov/pub/irs-pdf/fss4.pdf>, using instructions located at <http://www.irs.gov/pub/irs-pdf/iss4.pdf>. Also write a letter from your club, county association, or district stating that you wish to be under the TEEA, Inc.'s group exemption because your objectives are the same. The completed Form SS-4 and letter must be sent to the TEEA Treasurer. She adds this information to the state TEEA files and forwards the form and letter to the IRS for issuance of the **EIN** under the TEEA Parent Organization. If your address is a post office box, you must furnish a street address.

When a new President or Treasurer is elected, the name and address will be submitted to the TEEA Treasurer. If your address is a post office box, you must also furnish the street address. If you're outside of the city, give a description of your location (example: County Road 401, ½ mile from 309).

If you already have an **EIN**, a statement from your club, county, or district stating that you wish to be under the group exemption and that your objectives are the same as TEEA's should be submitted to the TEEA Treasurer.

IRS Requirements for Affiliates

1. All affiliates who have over \$50,000 a year in gross income must file a *Form 990* with the IRS by May 15 of each year. This is the tax return required for organizational exemption from income tax.
2. By May 15 of each year, the IRS requires each TEEA affiliate with gross receipts under \$50,000 to electronically submit the *Form 990-N*, or e-postcard, to maintain tax-exempt organization status. (Instructions for completing *Form 990-N* are located on page 6-51.)
3. If a club disbands, the name and EIN should be submitted to the TEEA Treasurer to be deleted from TEEA files as well as IRS files.

Annually, the TEEA Treasurer Must Send to the IRS...

1. A statement describing any changes during the year in the purposes, character, or method of operation of our affiliates.
2. A list showing the names, mailing addresses, actual addresses if different, and **employer identification numbers** of affiliates that have changed since our previous report. This applies to affiliates who have 1) changed names or address; 2) were deleted from our roster; or 3) were added to our roster.
3. If applicable, a statement that our group exemption roster did not change since our previous report.

Letters from the IRS with your Employer Identification Numbers (EIN) are **very important papers and should not be destroyed**. Make a copy for yourself, and keep the original on file with the Association records.

As of April 27, 1990, any contributions you make to TEEA, including dues, are tax deductible. This also applies to other persons who make contributions to our organization.

990N e-Postcard Filing Instructions

All clubs must have a valid EIN before beginning this process. All EIN questions should be referred to the TEEA 990 Consultant. You must file no later than May 15th of each year.

To complete the postcard (available at <http://www.irs.gov/app/ePostcard>):

- The organization name is Texas Extension Education Association.
- Under DBA (doing business as), put your County or Club name.
- The principal officer can be the Chairperson, President, or Treasurer.
- Complete the form and enter your email address.
- A receipt will be sent to the email address you have listed. Print this receipt out and keep it.
- Updates can be made annually when filing. It takes approximately two weeks for the EIN to get into the system.

This is a simple process - just fill in the blanks!

If your County is not eligible to complete the e-postcard because you have more than \$50,000 in gross income, you will need to complete the Form 990.

Documentation of TEEA's Tax-Exempt Status with the IRS

Internal Revenue Service
Director, Exempt Organizations

Department of the Treasury
P.O. Box 2508
Cincinnati, Ohio 45201

Date:

MAY 07 2004 MAY 07 2004

TEEA INC
C/O PAM JACKSON
PO BOX 155
TOW, TX 78672

Person to Contact - ID#:
L. Wayne Bothe - 31-07645
Contact Telephone Numbers:
877-829-5500 Phone
513-263-3756 FAX
Federal Identification Number:
74-2744600

Dear Sir or Madam:

Thank you for the information recently submitted regarding your group exemption. We have made it part of your file.

Our records show that your organization is exempt from Federal Income Tax under section 501(c)(3) of the Code. You are the central organization in group exemption number 7126. You changed the form of your organization from an association (EIN 75-6013709) to a corporation (EIN 74-2744600) in 1994. You should continue using EIN number 74-2744600 and group exemption number 7126. This group exemption number was assigned to your unincorporated association but is also valid for your corporation.

The requirements for maintaining your group exemption include furnishing us current information about each subordinate unit under your general supervision or control. This information must be received by the IRS at least 90 days before the close of your annual accounting period.

We have notified our user fee department to refund your \$500 user fee payment received in January 2004. This refund will be made under separate cover.

Thank you for your cooperation.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Dissolution of Organization

District: _____ County: _____

Name of Organization: _____

Date of Dissolution: _____ EIN of Organization: _____

President of Organization at time of Dissolution:

Name: _____

Address: _____

Phone #: _____ E-mail: _____

In the event of dissolution of an organization (club or county), after settling all outstanding accounts, the club or county shall distribute its assets to an organization(s) that has qualified for exemption under Section 501 (c)(3) of the Internal Revenue Code, i.e. 4-H, other charitable organizations, etc. The Chair shall notify TEEA Treasurer of the Dissolution.

Balance in bank checking account: \$ _____

Balance in other account(s) i.e. CDs \$ _____

Cash on hand: \$ _____

Organization(s) and amount(s) donated to:

Organization President:

_____ Date: _____

County Chair:

_____ Date: _____

District Director:

_____ Date: _____

Sign and make 4 copies to send to District Director, TEEA Treasurer, TEEA President and TEEA 990 Consultant. Keep Original in County files.