# Duties, Responsibilities, and Forms for District Directors and Officers

## Chapter 7

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# Duties of the TEEA District Director

The District Director is the link between the counties, the State TEEA Board, and AgriLife Extension. The District Director relays reports from the County Associations of educational programs, workshops, displays, and special events to the State TEEA Board and Extension. The District Director shall appoint a District Secretary and District Treasurer to assist her.

**District Supervision**

1. Plan to meet with the AgriLife County Extension Regional Program Leader for FCH and the District Extension Administrator to coordinate dates of all District meetings (retreats, conferences, cultural arts) and discuss goals.
2. The District Director communicates with the County Association Chairs on a regular basis with a newsletter and/or e-mail to keep them up to date on all activities of the organization in regard to:
   - meeting deadlines on dues, reports, scholarships, and award entries;
   - relaying information received at the Board meeting;
   - their responsibility in planning the District Fall Training and the District Spring Conference; and
   - any other information that is important for them to know.
3. Impress upon the County Association Chairs the importance of getting information to the District Director in a timely manner.
4. Plan and conduct a District Fall Training following the Fall Board Meeting to train County Association Chairs, Vice Chairs, Treasurers, Secretaries, and Club officers in the duties of their position to help them function more effectively.
5. Be sure each of your County Association Chairs has a TEEA Manual (Chapters 1-6, 12, and 13). Urge them to read it and become familiar with the contents of the Club and County Association chapters before your training meeting. The TEEA Manual is available on the web at http://teea.tamu.edu.
6. Use the TEEA Manual and TEEA PowerPoint presentations in your training session. Stress the importance of inserting new and updated pages into the TEEA Manual. A current Manual and forms are located at http://teea.tamu.edu.
7. Plan and conduct a District Spring Conference for the TEEA members and guests. Present a “Big Check” showing the dollar value of TEEA Education and Honor Roll of Counties work. If the District Director is unable to preside over this conference, the Director-Elect, a past Director, or the host County Association Chair may be invited to preside.
8. Plan and conduct any other district meetings, retreats, or cultural arts events.
9. During your term, look for and train at least three people who qualify for your position.
10. Identify qualified persons who might be interested in becoming Education Committee Chairs.
11. Determine two dates for your District Spring Conference for the following year, and report at the Spring Board Meeting.

**Records Management**

12. A Forms Management and Other Activities Tool - District Level (pages 7-6 - 7-8) is included for your use as you perform your duties as District Director. It is only for your use and is not sent to anyone.
13. The Inventory of Forms and Funds Received form (page 7-9) is a tool to help you see your district numbers at a glance. It is only for your use and is not sent to anyone else.
14. Keep all files up to date. This includes a separate file for minutes of your district and the State Board minutes. Keep financial records for four years and minutes permanently.

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**Reports/Correspondence**

15. Forward all information from County Associations such as reports, letters, or any item requested to the proper State Board member before the deadline that has been established. Examples include:
    - remittances to the TEEA Treasurer for membership, Coins for Friendship, and Dollars for Scholars;
    - a copy of correspondence to the TEEA President and TEEA First Vice President for Leadership; and
    - District Annual Report (pages 7-12 and 7-13) to the TEEA Second Vice President for Programs, TEEA First Vice President for Leadership, and TEEA Treasurer by August 1. Create "Big Checks" to show the dollar value of district volunteer work (fillable form on the TEEA website).
16. Send copies of all official correspondence from you as District Director to County Association Chairs (except for personal notes) to the AgriLife Extension Regional Program Leader, your county Extension agent, county Extension agent of all County Association Chairs, and the State Board Executive Committee.

**Membership/Officer/EIN Lists**

17. District Directors will receive the TEEA List of Association Officers form from each county in their district. Send 1 copy of each county form to the TEEA First Vice President for Leadership by November 15**.** Keep a copy for your files.
18. Instruct the County Association Chairs to complete the TEEA County Association List of Presidents and EINs form (includes Presidents' names, addresses, County Association names, and EINs). Each county should send you three copies by August 1. Keep one for your files, and forward one copy to the TEEA Treasurer and one copy to the 990 Consultant by August 15.
19. Instruct the County Association Chairs to prepare an alphabetized list of their TEEA members (including addresses, phone numbers and email addresses) on the TEEA Membership List for Counties form (page 6-8). They will place a checkmark in the "New" column to indicate the new members on the list. They will place a checkmark in the "Emeritus" column to indicate Emeritus members and a check mark in "*Messenger* Paid" column if a *Messenger* subscription has been paid for that Emeritus member. By November 1, they will send to the District Director four copies of this list (one copy for District files, one copy to the TEEA President, and one to be sent to the TEEA Treasurer); a check for all dues and any *Messenger* subscriptions, made payable to TEEA Inc.; and a Remittance to District Director form. One copy of the Membership List Form should also be sent to the *TEEA Messenger* Editor. You may also receive a New TEEA Club form from the County Chair when new clubs are developed; it is for your information and requires no action on your part.

**Fiscal Responsibility**

20. Appoint a District Treasurer to administer District level funds related to District events. The District Treasurer develops a district budget with the District Director. Always have two authorized signers on the bank account. The District Treasurer and the District Director shall be the authorized signers.
21. Districts are self-supporting. District Directors manage the funding for the District Fall Training and Spring Conference. District funds are the sole responsibility of the district. Appoint a financial review committee to conduct an Annual Review of TEEA District Funds (page 7-40) at the end of the fiscal year. A treasurer's report should be given at each district meeting. A printed financial statement is provided to participants at the District Spring Conference.
22. District TEEA trainings and conferences should be self supporting. A registration fee should be charged for the District Fall Training and Spring Conference to cover the expenses incurred. The registration fees are made payable to District_____(fill in with your district's number) TEEA, sent to the District Director, and deposited into the District's TEEA bank account. Any money left after all expenses are paid may be retained in the District bank account. This money can be used for other District operating expenses incurred by the District Director and other officers when fulfilling their duties (such as postage, printing, long distance phone calls, program supplies, and meeting registration, meals, travel, and hotel expenses). Use the District Financial Statement for Fall Training and Spring Conference (7-11) as a financial management tool.
23. The District Director's participation in State Board meetings and the State Conference are covered by State Association funds as per the Board reimbursement guidelines. Expenses not covered by State Association funds - such as pre-conference meetings within the district, the price of the district party, and related expenses - shall be covered by the District.

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

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

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

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

**Conference Delegates**

26. Upon receipt of Form A -_____County Delegates and Alternates from the counties, the District Director verifies that all elected delegates are current dues-paying TEEA members. She fills out Form B - District_____Registration Credentials List (page 7-47) from the county Form A's to create her District Registration Credential List. She brings all Forms A and B to the State Conference for district registration.

27. Upon completion of her district's registration at the conference, District Directors transfer the names of the three delegates/alternates per county on Form B to Form C - TEEA State Credentials List (page 7-48). She then gives it to the Credentials Committee along with a completed Form D - District _____ Credentials Report (page 7-49) that gives each district's total registration of all attending.

**Scholarships**

28. In the District Fall Training, the District Director announces to the county chairs the scholarships available and the due dates for their submission.

29. On March 1, the District Director receives the Adult Career Scholarship applications and submits the winning application to the TEEA Adult Career Committee Chair at the Spring Board Meeting.

30. On March 1, the District Director receives the TEEA Alumnae Scholarship applications and submits to the TEEA State Alumnae Chair postmarked by April 1.

31. After March 1, the District Director receives the county TEEA 4-H Scholarship winner's application and 4-H Recordbook. The District Director coordinates judging for the District TEEA 4-H Scholarship winner. The winner's application and personal information page from the 4-H Recordbook are submitted to the TEEA President and TEEA Treasurer.

**Cultural Arts**

32. The District Director sends the District Cultural Arts Winners forms (pages 7-14 and 7-15) to the designated person in charge of Cultural Arts for the State Conference and one copy to the Extension Regional Program Leader 30 days prior to the State Conference.

33. The Host District Director in charge of the State Cultural Arts Show will enter the first place winners on the State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34). Use this form to announce the winners at the Cultural Arts Parade of Winners during the State Conference. Give one copy to the TEEA President at the State Conference immediately after the judging is completed.

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**Honors and Awards**

34. **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. Compile the counties' Annual Report forms - which include educational programs, TEEA volunteer hours, and scholarships - into one District Annual Report form (pages 7-12 and 7-13). Select one outstanding county in educational programming. Submit your District Annual Report form to the TEEA Second Vice President for Programs and the TEEA First Vice President for Leadership by August 1. Retain one copy in the District's files.

35. The Texas Treasure Award pays special tribute to our grassroots members who have made a difference in their communities through their TEEA work. After December 1, the District Director will receive the county nominations; select **one** nominee as the district winner, and submit that individual's nomination form to the TEEA President by February 1. The Board of Directors selects one winner from the district nominees at the Spring Board Meeting. Recognition is given to the district winners present at the District Spring Conference. Special recognition is given to the "Texas Treasure Award" winner at the annual State Conference.

36. The Texas Leadership Award is to recognize an individual or team 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(s) or team submitted for this award must be a TEEA dues-paying member(s). Clubs will submit their nominee to the County Association Chair by November 1, using the Texas Leadership Award form. 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.

37. The 20/25/30+ Year Member Award is designed to honor club members, who have remained active in TEEA, for their years of service in five-year increments starting with 20 years. After December 1, the District Director receives the county forms and forwards the information to the TEEA President by February 1. A certificate will be made by the TEEA President and returned to the District Director for all award winners. All award winners are recognized at the District Spring Conference. A permanent awards file is to be maintained by the District Director for these awards.

38. The 20/25/30+ Year Club Recognition award is designed to honor clubs whose members have remained active in TEEA for the designated number of years in five year increments starting with 20 years. After December 1, the District Director receives the county form(s) and forwards the information to the TEEA President by February 1. A certificate will be made by the TEEA President and returned to the District Director to honor all award winners. All award winners are recognized at the District Spring Conference. The District Director maintains a permanent awards file of these awards.

39. Districts may choose to honor newer members and clubs by designating a District Award for membership and club activity beginning with 5 years as they determine appropriate. In addition, districts may determine other special recognitions and awards as needed, for example a "Young Member of the Year Award," a "Woman of the Year Award," etc.

At the end of your term, give all of your files to the District Director-Elect, who will replace you.

**Be a good director. Get to know your County Association Chairs, and monitor their progress on the county level. Encourage them by keeping them informed of activities on the state level, and let them know you will help them when they need it. Make them aware of what you are doing when you request information or reports from them. If they know why, they may respond more readily.**

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# Form Management and Other Activities Tool - District Level

| Person Responsible | Name of the Form | Other Activities | Due Date | To Whom | Date Sent |
|---|---|---|---|---|---|
| District Director | Inventory of Forms & Funds Received (pg 7-9) | | — | — | |
| District Director | | Remit membership dues | As received | TEEA Treasurer | |
| District Director | | *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 | 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 | District EINs Form (page 7-10) | | Aug 15 | TEEA President, Treasurer and 990 Consultant | |
| District Director | TEEA County Association List of Presidents and EINs – County Form (received from County Chairs) | | Aug. 15 | TEEA President, Treasurer and 990 Consultant | |
| District Director | Cultural Arts Winners – District Form (pages 7-14 & 7-15) | | 30 days prior to TEEA State Conference | Host District Director & Extension RPD | District Director |
| District Director or County Chair | | Resolutions | No later than 10 days prior to State Conference (September) | TEEA President | |
| District Director | Form B - District _____ Registration Credentials List (page 7-47) | | State Conference (September) | Conference Registration | |
| District Director | Form C - TEEA State Credentials List (page 7-48) | | State Conference (September) | Credentials Committee | |
| District Director | Form D - District _____ Credentials Report (page 7-49) | | State Conference (September) | Credentials Committee | |
| Host District Director in charge of State Cultural Arts Show | State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34) | | State Conference (September) | TEEA President | |
| District Director | Annual Review of TEEA District Funds (page 7-40) | Appoint a review committee | End of fiscal year | Present to membership | |

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# District Inventory of Forms and Funds Received

This is for District Directors to keep track of forms and funds.

| County/Club | | Membership | | New Member | List of Officers | County EIN | District Fall Training | | District Spring Conference | | Name Tags | Messenger | Dollars | Coins |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| # | # | # | $ | # | ✓ | ✓ | # | $ | # | $ | ✓ | ✓ | ✓ | ✓ |
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# TEEA District EINs Form

1. District Director, print or type District EIN information.
2. List the Employee Identification Numbers (EIN) for the District, your name, and the official address that the District uses with the IRS.
3. If a district is no longer active, list the EIN and the last valid address provided to the IRS; then write " INACTIVE" beneath the address.
4. The District Director will keep 1 copy and forward 1 copy to the TEEA President, 1 copy to the TEEA Treasurer, and 1 copy to the 990 Consultant by August 15.

District_____Date_____

| EIN # | District Association | District Director's Name | Official Address |
|---|---|---|---|
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# District Financial Statement for Fall Training and Spring Conference

District_____District Director _____

**District Fall Training:** Date_____Location_____

Total Income: Registration & Meals ..... $_____

Expenses: Travel_____miles × $.50 =.....$_____

Facility ..... $_____

Printing ..... $_____

Postage ..... $_____

Telephone ..... $_____

Meals_____× $_____= ..... $_____

Training/Office Supplies ..... $_____

Total Expenses ..... $_____

District Fall Training Net Profit (Loss) ..... $_____

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**District Spring Conference:** Date_____Location _____

Total Income: Registration & Meals ..... $_____

Expenses: Travel_____miles × $.50 =.....$_____

Facility ..... $_____

Printing ..... $_____

Postage ..... $_____

Telephone ..... $_____

Meals_____× $_____= ..... $_____

Other expenses.....$_____

_____. . . . . .$_____

_____. . . . . .$_____

Total Expenses ..... $_____

District Conference Net Profit (Loss)..... $_____

**Overall District Net Profit (Loss)**..... $_____

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# District_____Annual Report, 2021-2022 Date_____

## Educational Programs, TEEA Volunteer Hours, and Scholarships

**_____of_____Counties Reporting**

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

| PROGRAMS | Program Titles | Number Presented by Club Member | Number Presented by Guest Speaker | Number of TEEA attendees | Number of Non-TEEA attendees | Total Number Reached | Materials for Program (dollars) | Program Planning (hours) | Program Length (hours) | Time Value (hours x $28.54=) | Total Donated |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | A Shot at Good Health | | | | | | | | | | |
| | Internet Safety | | | | | | | | | | |
| | Cooking with Herbs | | | | | | | | | | |
| | Buzz About Bees | | | | | | | | | | |
| | Other | | | | | | | | | | |
| | **TOTAL** | | | | | | | | | | |

**HONOR ROLL OF COUNTIES:** Volunteer Hours & Scholarships. Excludes Educational Programs

| **Number of newspaper notices or articles about club meetings/programs:** | | |
|---|---|---|
| **Scholarship Amount** | **4-H (Include scholarship name)** | **Other (adult, etc.)** |
| **$** | | |
| **$** | | |
| **Total $** | | |

**Donations of time or money made by or in the name of the clubs/county/district to support other individuals or groups, including community and FCH projects. *The IRS allows ONLY $0.14 per mile for volunteer mileage.**

| Activities/Projects/ Meetings | Total $ Donated: Mileage ($0.14 per mile*), Materials, Cash | Hours | Value of Time (hours x $28.54=) | 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 2021-2022 |
|---|---|---|---|---|
| $_____ | | $_____ | | $_____ |

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## Outstanding Education Program County _____

## Outstanding County for Honor Roll of Counties _____

## Annual Program Highlight

Give program highlights from the counties above, describing special accomplishments.

_____

_____

_____

_____

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# Cultural Arts Winners – District Form

District: _____ Date: _____

**District Directors: Only 1st Place Winners are to be entered on these 2 pages. Send one copy to the host District Director in charge of Cultural Arts and one copy to the Extension Regional Program Director 30 days prior to the TEEA State Conference.**

| | Category | Item | Winner's Name | County |
|---|---|---|---|---|
| 1 | Afghans, Tablecloths, Blankets, Bedspreads, and Throws | | | |
| 2 | Ceramics, China, Porcelain, and Pottery | | | |
| 3 | Craft Painting | | | |
| 4 | Decorated Garments | | | |
| 5 | Fabric Creations | | | |
| 6 | Fiber Arts | | | |
| 7 | Garments and Accessories - handmade | | | |
| 8 | Handstitchery | | | |
| 9 | Machine Embroidery | | | |
| 10 | Holiday Decoration | | | |
| 11 | Jewelry | | | |
| 12 | Painting and Drawing | | | |
| 13 | Paper | | | |

# Cultural Arts Winners – District Form

District: _____ Date: _____

| | Category | Item | Winner's Name | County |
|---|---|---|---|---|
| 14 | Traditional Scrapbooks | | | |
| 15 | Digitally Produced Scrapbooks (Computer) | | | |
| 16 | Photography – Photo Paper - black and white | | | |
| 17 | Photography – Photo Paper - color | | | |
| 18 | Photography – any other medium (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 | Quilts – Twin size or larger - hand or machine quilted – constructed and quilted by 2 or more members | | | |
| 24 | Recycled Items | | | |
| 25 A | Wall Hangings – Not Quilted | | | |
| 25 B | Wall Hangings – Quilted | | | |
| 26 | Miscellaneous | | | |

## 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 should forward the money 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.

The District Director should forward the funds to the TEEA Treasurer by June 1.

## District Dollars for County 4-H Clubs

Districts may determine if there are sufficient funds to provide each county 4-H program with a check to support county 4-H programs.

# District Fall Training

The purpose of the District Fall Training is to train County Association Chairs in the responsibilities of their TEEA duties. Extension agents attend the meeting to learn of these TEEA duties. Any speaker at this meeting should be there solely for the purpose of training on a phase of the County Association Chair's or Vice Chair's duties. **This is a working meeting - not a program**.

1. Who plans the District Fall Training?
   The District Director, with the help of the Regional Program Leader (RPL) - FCH or county Extension agent – FCH (your advisor), plans the meeting. **A rule to remember**: You are training from the ground up. Everyone learns and progresses together with your training and leadership. Meet with your agent or Regional Program Leader, and find out how much she/he will be able to assist you. Some county offices can help with paperwork, printing, etc. If not, check with your district office. Always consult with your agent or Regional Program Leader about all district functions. Their advice is very valuable, but you must make the final decisions.
2. Who comes to the District Fall Training?
   All County Association Chairs, County Association Vice Chairs, County Association Treasurers, county Extension agents, and your Extension Regional Program Leader - Family and Community Health, if available.
3. Planning the Meeting
   - Make your meeting different. Originality makes it more interesting.
   - Involve all County Chairs and Vice Chairs, if possible. Write them before the meeting, and give them information about the District Fall Training. Ask them to review the TEEA Manual chapters for Clubs and Counties (Chapters 5 and 6), and to be prepared to take part in the meeting. You can assign a topic for them to present.
   - Set goals for yourself. Determine what you want to accomplish at the beginning of your term in regard to membership and club growth, 4-H Scholarship entries and awards, the availability and quality of leadership in your district, and your own personal leadership goal.
   - Make a permanent written goal for yourself, and work to attain it. Be enthusiastic, diplomatic, and appreciative as you work with the County Chairs, and you will achieve maximum results from them.
4. Organizing the District Fall Training
   - Identify training on important topics to all TEEA levels: reporting education programs and Honor Roll of Counties, using sound financial management practices, or other important topics to improve club function such as officer training. Show examples of "Big Checks" that County Associations can present to the County Judge and Commissioner's Court.
   - Distribute all materials that you have for the County Association Chairs and Vice Chairs. Each should bring their copy of relevant TEEA Manual chapters to update.
   - Review and discuss the TEEA Manual. Go over the pages that have changed; insert the new pages, and throw away the obsolete pages. Review the duties that pertain to their office.
   - Give instructions on electing delegates and filling out the credentials list.
   - Discuss how to instruct the county delegates of their responsibilities as an elected delegate when they attend the District and State Conferences.
   - Discuss the election procedure. Discuss holding the election apart from the general assembly in an election year.
   - Discuss the qualifications for TEEA officers on the county, district, and state levels. Now is the time to be thinking about who is qualified and who will be eligible to serve in offices when vacancies occur. Review the qualifications for Education Committee Chair positions. Encourage counties to start a long-range plan concerning these positions.
   - Discuss resolutions, using the TEEA Manual. Be sure that you understand and explain it thoroughly.

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- Discuss the proper way to collect dues, write checks to the TEEA Treasurer, how to prepare membership lists, and the correct way of sending any information to the District Director and TEEA Treasurer.
- Discuss TEEA sales items and how to order TEEA name badges – the cost and how to order.
- Share information about *The TEEA Messenger* – and where to mail articles. Divide your counties into three groups, and ask each county in the group to provide an article for an issue. Appoint a Publications Chair to serve at this meeting and the District Conference. She can write and send an article about district events.
- Discuss 4-H Scholarships, Adult Career Scholarships, and Alumnae Scholarships. Encourage your Chairs and agents to see that your district has an entry in each of these categories.
- Discuss the Monthly/Annual Educational Report Form. Go over each page, and be sure they understand the importance of all counties reporting. Stress the importance of meeting deadlines. Show how the $$ from reports transfer to the "Big Checks."
- Be sure you have appointed everyone that you will need to help with this District Fall Training: Secretary, Treasurer, two people to approve the minutes, TEEA sales, registration, Credentials Committee, Parliamentarian, "Coins for Friendship," "Dollars for Scholars," and any others you may want.
- Discuss the District Spring Conference. Do some preliminary planning and discussion at this meeting.
- Discuss eliminating preliminary formalities at District Conference to keep it interesting and alive. Make it informative with group participation.

# District Director's Responsibilities for District Fall Training

1. You and your agent or Regional Program Leader will meet with the host county representatives to select a site and schedule a date for the meeting.
2. Plan the agenda for the day, and have it printed.
3. Conduct the District Fall Training.
4. Send a copy of the agenda to all County Association Chairs and agents to notify them of the day, place, time, and any assignments you have given.
5. Determine the registration fee. This fee is based on the cost of the luncheon plus the cost of using the building, if any, and any other miscellaneous costs. This meeting shall be self-supporting. All expenses should be covered by the registration fees or other assessments.
6. Send registration forms to all County Association Chairs, with instructions and a deadline for the return of the forms.
7. Host County Responsibilities for the District Fall Training:
   - Arrange for the luncheon. Select the menu, and secure a price quote (tax exempt) and determine cost per person.
   - Make arrangements for table set-up and any decorations they might choose. With the approval of the District Director, decorations may be sold to defray some of your expenses.
   - Serve as hostesses for the meeting, and be responsible for the hospitality expenses.

9. Appoint offices and committees as necessary before the District Fall Training. Examples:

| | | | |
|---|---|---|---|
| Treasurer | Parliamentarian | Credentials | Coins for Friendship |
| Resolutions | TEEA Sales Items | TEEA Name Tags | Dollars for Scholars |

**District Fall Training Checklist**

| Item | Responsibility | Person Assigned | Deadline |
|---|---|---|---|
| Choose Meeting Site | District Director/Host County | | |
| Schedule Date | District Director | | |
| Arrange Luncheon | *District Director/Host County | | |
| Plan Program | District Director | | |
| Print Program/Agenda | District Director | | |
| Make Appointments | District Director | | |

* District Director may want to assign Host County to arrange luncheon.

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# District Spring Conference

**All aspects of the District Spring Conference are coordinated through the District Director.**

One of the purposes of the District Spring Conference is to promote education and to carry out the business of the District. If the facility is large enough, several workshops may be presented simultaneously. If there is not space available to break into groups, a speaker may address the entire membership. Exhibits based on the recommendations may be displayed in the meeting room.

*Expenses:* The District Spring Conference shall be self-supporting. All expenses should be covered by the registration fee or other assessments. Establish a budget for this meeting, and you will know whether you can afford things such as printed programs or have them copied elsewhere. Keep within your budget. The district may retain any excess funds after the District Director's expenses for the District Fall Training and District Spring Conference are paid.

*Registration:* The Credentials Committee will register all voting delegates. Delegates will sign in, with three per county allowed. The Registration Committee will register all others and report to the Credentials Committee so that the Credentials Committee Chair can make a report to the conference body.

*Speaker:* You may use local speakers or local resource people such as medical people, legislators, college professionals, etc. Be creative! Allow the speaker 30 minutes to speak. Cover the speaker's registration and noon meal that day from your district registration money. Additional travel, lodging, and meals are covered by the district conference budget.

*Workshops:* If all counties have not had local workshops, it would be a good idea to have at least one to give members an idea of how they can get involved. Try to have one really good workshop. You may have a county volunteer to conduct it, or use resource people. Audience participation makes a workshop more valuable to those attending.

*Whom to Invite:* Invite your legislators so they will know what we are doing. They might give a brief talk. Invite county commissioners and their spouses, who are also interested. Invite the District Director and the host county's Extension agent. Encourage members in your district to attend. Invite visitors, which is a good method to gain new members.

*Resolutions:* The original copy of any resolution from your district should be sent to the State Resolution Committee Chair.

*Report:* Bring 1 copy of a written report of your District Spring Conference and your District Financial Statement for Fall Training and Spring Conference form to the Spring Board Meeting. These items will be attachments to the minutes.

A District Spring Conference Checklist (page 7-22) has been created to assist you in planning the conference.

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# District Director's Responsibilities for District Spring Conference

**All aspects of the District Spring Conference are coordinated through the District Director.**

1. Meet with the host County Association Chair and members of her committee to discuss a meeting site, two possible dates for the District Conference, and expenses to be considered for the registration fee. Plan the budget and registration fee. Coordinate with the Extension FCH Regional Program Leader as needed.
2. Plan the agenda, program, and workshops, and have the programs printed.
3. Using the total dollar value of your District's Education Program and Honor Roll of Counties from your District Annual Report, create a "Big Check(s)" showing the total of all counties' work to share with the membership. A "fill-in-the-blank" Big Check is available on the TEEA website.
4. Secure a speaker, if one will be used.

5 Serve as presiding officer.

6. Plan workshops based on important educational topics related to but not repeating the Educational Program of Work, which are given on the club and county levels.
7. Pre-register delegates, members, agents, Board members, past Board members, and guests, or assign this responsibility.
8. Assign duties to the non-host counties: Registration, Coins for Friendship, Dollars for Scholars, Cultural Arts Exhibit and Competition, Publicity, and Election Committee.

# Host Responsibilities for District Spring Conference

1. Coordinate all planning meetings with the District Director. Meet with her one year prior to the event to select a meeting site and two possible dates. Provide the District Director with all identified costs for the meeting, including room rental (up to the agreed amount), meal, and equipment. These costs will help determine the registration fee. Coordinate with the county Extension agent - FCH as needed.
2. Arrange for the luncheon. Select the menu, secure a price quote (tax exempt) from vendor and determine cost per person.
3. Organize the registration/pre-registration if asked by the District Director.
4. Arrange for badges/ribbons to identify delegates, members, and guests.
5. Pay for the guests' luncheon tickets (county judge, mayor, county commissioners, etc.). The District pays for District guests.
6. Arrange for someone to give the welcome.
7. Arrange for someone to give the invocation.
8. Arrange for the posting of the colors.
9. Arrange for someone to give greetings.
10. Arrange for a public address system.
11. Arrange for a piano, and secure a pianist, song leader, and song sheets, if needed.
12. Arrange for pages to assist members at the conference and handicapped members during lunch.
13. Communicate to the District Director the meeting location, including a map and other information as needed.
14. Obtain judges for the District Cultural Arts and Competition. Provide the judges with gifts.
15. Furnish any decorations needed for this conference. These decorations may be sold after the meeting to defray expenses.

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# District Spring Conference Checklist

| Item | Responsibility | Person Assigned | Deadline |
|---|---|---|---|
| Plan Program | District Director | | |
| Print Program | District Director | | |
| Secure Speaker | District Director | | |
| Make Appointments | District Director | | |
| Set Registration Fee | District Director | | |
| Plan Workshops | District Director and Host County | | |
| Arrange for Invocation/ Devotional | Host County | | |
| Arrange for Posting Colors/ Pledges | Host County | | |
| Set Meeting Dates | District Director and Host County | | |
| Secure Meeting Site | District Director and Host County | | |
| Luncheon Menu | Host County | | |
| Arrange for Greetings/ Welcome | Host County | | |
| Publicity | District Director and Host County | | |
| Decorations | Host County/District Director Approval | | |
| Badges/Name Tags | District Director | | |
| Pre-Registration | District Director | | |

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# Resolutions

The purpose of a resolution is to propose a change; make a recommendation; or acknowledge a person, club, or county. A courtesy resolution acknowledges the value of an event, the planners, etc.

1. A Resolutions Committee shall be appointed by the TEEA President at least a month before the annual meeting. The committee shall meet for organization at the annual meeting.
2. Immediately after the opening of a conference, the presiding officer should call the Resolutions Committee Chair to the platform and introduce her. The Chair should read the policy relative to resolutions and state where and when the committee is holding its sessions. Other members should be asked to stand so the delegates may know them.
3. Each resolution submitted to the committee shall be typewritten and signed by a TEEA member of the association. If the resolution deals with subject matter covered by an existing standing committee, it shall be approved by the committee and signed by at least one member of the committee. A resolution must be received by the TEEA President no later than 10 days prior to the State Conference.
4. The Resolutions Committee has the right to approve or reject by majority vote any resolution presented for consideration. The committee may initiate resolutions.
5. Resolutions shall be presented at the State Conference by the Chair. Proposed resolutions shall be read at the first day of the state meeting and be subject to vote on the second day of the meeting.
6. The Resolutions Chair or a member of the committee may not discuss motions when presented except to give additional information, clarify, or answer questions.
7. No resolutions may be presented from the floor.
8. Resolutions may be amended by a majority vote.
9. When resolutions are presented for action, the voting body shall be seated together.
10. Reference Bylaws Article XX, Resolutions.

# How to Write a Resolution

Each county needs to own a book on parliamentary procedures. *Roberts Rules of Order* (Newly Revised) was used when TEEA Bylaws were rewritten.

A resolution is a paper of closely related paragraphs stating a situation and suggesting changes. The paper has one or two situation statements ("whereas, with, and two or three suggestions [resolved]").

The format is as follows:

1. whereas - statement
2. whereas - statement
3. whereas - statement
4. resolved - recommended solution

**Example:**

Whereas,

The Parliamentary Club of_____City is intensely interested in the problem of navigation of the Missouri River, and

Whereas,

This is a matter that should receive the hearty support of every club and citizen of this section, be it therefore

Resolved,

First, that the Parliamentary Club go on record as approving the greatest of diligence in obtaining appropriations for development of navigation on the Missouri River, and

Resolved,

Second, that we endeavor to enlist the active interest of other clubs and of influential citizens, particularly our congressmen, in this project, and

Resolved,

Third, that a committee of five be appointed by the Chair, to actively cooperate with others in coordinating a healthful and enthusiastic citizens' demand for congressional appropriations.

A resolution is usually signed and approved by the County Association Chair and forwarded to the District Director for district approval. The District Director presents it to the State TEEA Resolutions Committee. However, Article XX, Section 2 of the TEEA Bylaws simply states that a resolution must be typewritten and signed by a voting member of the association. If the resolution deals with subject matter covered by an existing standing committee, it shall be approved by that committee and signed by at least one member of that committee.

# Resolutions for the Texas Extension Education Association, Inc.

## Resolution: Motions Submitted in Writing

**Sample Resolution**

### Resolution for Additional Scholarships

WHEREAS, The Texas Extension Education Association, Inc. was organized in 1926 with the main purpose being to help a deserving 4-H Club girl by giving her financial assistance for a college education;

WHEREAS, In 1969, the Texas Extension Education Association, Inc. established three scholarships in addition to the Maggie W. Barry, Helen H. Swift, and Bonnie Cox Scholarships as follows: fourth scholarship of $300.00; fifth scholarship of $200.00; sixth scholarship of $100.00;

BE IT THEREFORE RESOLVED That the Texas Extension Education Association, Inc. add $200.00 to the fourth scholarship; $300.00 to the fifth scholarship; and $400.00 to the sixth scholarship in order that all scholarships are given by the Texas Extension Education Association, Inc. be in the amount of $500.00 each.

BE IT FURTHER RESOLVED That these scholarships be judged and administered in the same manner as established in the Texas Extension Education Association, Inc. Handbook.

_____

County Association Chair County

_____

Voting Delegate

---

The preamble never contains a period.

# Courtesy Resolution

**Whereas,** the workshops, activities, business meetings, awards presentations, and speakers were enlightening, informative, and motivational;

**Whereas,** the entertainment and luncheon was unique, humorous, gracious, nourishing, delightful, and exciting;

**Whereas,** learning, fun, and friendship was available to all attending the District Spring Conference;

**Whereas,** this conference has strengthened and supported the goals of Texas Extension Education Association;

**Be It Therefore Resolved** that Smith County and District Director Jane Doe be honored and recognized for their accomplishment of a successful District Spring Conference.

_____

_____

DATE: *Name of person making resolution* DATE: *Name of person conducting meeting*

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# State Conference

Due to the approximately 500 persons who annually attend the State Conference, it is necessary to choose a convention city three or four years in advance because we must compete with other large groups for the limited space available and capable of housing a group of this size.

During the first year of the TEEA President's two-year term, prospective convention cities are invited to send representatives from the convention bureaus or Chambers of Commerce to meet with the TEEA Board of Directors and make bids on behalf of their city. Hotels and motels from that city may also make a bid and present information on housing and restaurants at this time.

After the TEEA Board has received bids from all prospective convention cities, a vote is taken to determine the sites for the state conference for the next two years. All other decisions concerning those two years' conferences are put on hold until after the election of the TEEA President-Elect.

During the TEEA President-Elect's one-year term, she contacts the civic centers and convention bureaus to block those two years' conference dates. She should consult the Regional Program Leaders - FCH and District Directors in the districts where the sites have been chosen to check on the best dates for them before making a final decision. During that year, she also contacts hotels in the convention cities. As TEEA President-Elect, she now has the authority and responsibility to negotiate with them.

The TEEA President-Elect will contact the convention city and negotiate with the hotels to secure the best possible room rates, parking fees, number of complimentary rooms, possible rooms for district parties, and other necessary items. General arrangements, such as set up and dismantle fees, should be discussed.

When a convention center, civic center, or headquarters hotel is selected, contracts are signed by the TEEA President-Elect and managers of the civic center and/or hotels.

As TEEA President, she may choose the convention city as the site to conduct an officers' training/conference planning meeting. This choice gives the Executive Committee the opportunity to tour all of the facilities and hotels in the area and work out the logistics of the conference to adequately house the meeting and plan all of the various functions and workshops.

The purpose of the annual state conference is to provide members with education, leadership, and involvement on a state level. It provides educational opportunities from speakers and workshops, leadership development for delegates to represent their counties through voting and through workshops that are taught to the county membership, and an opportunity to develop friendships throughout the state. It also provides an opportunity to exchange useable ideas with others throughout the state and provides educational program materials.

**Host Region (2 District Directors) Responsibilities for the State Conference**

The TEEA President should have an initial meeting with the General Arrangements Committee (which is chaired by the TEEA Second Vice President for Programs) in the host region in the fall of the year prior to the year in which the state conference will be held in their district. Two Districts are included in each region (see the map on page 2-20).

The host District Director team will report progress that has been made by committees appointed at the District Fall Training and the General Board Meeting. At the District Spring Conference, the host County Association Chair and Vice Chair will join the host District Director team in presenting plans and progress already made for the upcoming conference. The host District Director team will share these plans and give a report of their progress at the Spring Board Meeting session.

The District Director team will send copies of the report to the TEEA President within 45 days of the close of the conference. The report should include a financial accounting of the district's income and expenses for the state conference.

The District Director for the district where the conference will be held the following year should be prepared to take the poles and stands, which are used to identify registration tables, to her home following the state conference. There will be 12 6-foot poles with stands for registration and some shorter poles and stands that are used for identifying Cultural Arts exhibits, reserving tables at the banquet, etc. If you choose to ship these items home, the shipping cost will be at the host district's expense.

1. Fundraising
   - The TEEA Board of Directors will advise the TEEA Treasurer to advance $2000.00 to the upcoming state conference host district by January 1 of the year in which they host if they need the advancement. The district must repay the $2000.00 by October 15 following the date of the state conference they hosted. The Host District Financial Agreement form is located on page 7-30.
   - The host region may choose to do fundraising prior to the conference.
   - Any fundraising projects at the conference, such as the country store, selling decorations, raffling a quilt, etc. must have prior approval of the TEEA Board of Directors.
   - Funds will be needed to cover:
     - Banquet table decorations
     - Entertainment
     - Banquet favors (optional)
     - Conference theme banner (backdrop behind the head table)
     - Cultural arts tables, ribbons, and judges
2. Other Responsibilities
   - Door prizes may be furnished by volunteer districts as well as the host region. The host region furnishes people to help with door prizes and determines how they will be distributed.
   - Make arrangements for all entertainment.
   - Furnish decorations for the banquet and other functions, as required.
   - Furnish a hospitality center during registration (optional and approved by the conference site).
   - Supply *The TEEA Messenger* Editor with a map of the host city.
   - Select pages who will serve as aides to the Executive Committee immediately prior to registration through the close of the conference. They may also be asked to help District Directors during registration, help with late registration, assist with TEEA Sales, and monitor doors as needed for general sessions and workshops.
   - Prepare a region welcome packet.
   - Establish a host region identification (apron, collar, etc.).
   - Select a pianist. Provide a song leader and song sheets, if needed.
   - Decorate with green or blooming plants on the stage or head table area for general sessions. Provide and hang the conference theme banner. These plants are the expense of the host district. Arrange for flowers for the podium, which are paid for by TEEA if they are not a gift from a group or individual. Check with a florist to see if it is possible to rent plants rather than buy them. They may be willing to donate an arrangement for the podium.
   - Arrange for U.S. and Texas flags and for an honor guard to post the colors at the opening session.
   - Make arrangements for advance publicity, and contact the media (TV and newspapers) for the conference. Make arrangements for publicity during the conference.
   - Arrange for the welcome and greetings from a local judge, mayor, etc. for the opening session (possibly one from the host city and one from the host county).
   - Arrange for someone to give the invocation for the opening session.
   - Arrange for an information booth to be open every day of the conference.
   - Have a message board available in an accessible area near the general session room throughout the conference.

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- Arrange for water pitchers and glasses for the Board members on the stage for each session.
- Arrange to have a first aid station during the conference.
- Determine if the facility has proper space for the state Cultural Arts Contest. Pay for the cost of tables, skirting, ribbons, and judges. Check in entries; judge and place awards; set up the exhibit for viewing after judging; provide a schedule and workers for viewing; and check out entries.

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# TEEA State Conference Sample Agenda

| Tuesday, September 11, 2012 | |
|---|---|
| 8:30 am - 11:00 pm | Registration |
| 11:30-12:45 | Alumni Luncheon for Past Board and Current Board Members |
| **Conference Site- Tuesday, September 11, 2012** | |
| 8:30 am - 12.55 pm | Country Store Open for Sales |
| 8:30 am - 12:15 pm | Cultural Arts Check-in |
| Tuesday Afternoon | Cultural Arts Judging |
| 8:30 am - 12.55 pm | TEEA Sales |
| 8:30 am - 12:55 pm | Alumnae Auction |
| 8:30 am - 12:55 pm | Information Booth Open/<br>Training for Delegates, Pages and Members together???? |
| 10:30 am | Presentation of 3 Early Birds Workshops |
| 1:00 - 5:00 pm | Opening Business Session |
| 6:30 pm | District Gatherings |
| **Conference Site - Wednesday, September 12, 2012** | |
| 7:00 am - 8:45am | Country Store, Cultural Arts, TEEA Sales, Alumnae Sales, and Information |
| 7:30 am-8:00 am | TEEA Board Votes |
| 8:00 am - 8:55 am | Delegates Vote |
| 8:45 - 9:00 am | Sing-A-Long |
| 9:00 am - 11:30 pm | Business Session |
| 12:00 - 1:30 pm | Lunch and Learn |
| 2:00 - 3:00 pm. | Education Workshops for Delegates; Optional Member Workshops |
| 3:30 - 4:30 pm | Education Workshops for Delegates; Optional Member Workshops |
| 6:30 pm | Closing Session- Banquet & Officer Installation |

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# Sample TEEA Request for a Bid Proposal

Event: Year_____Texas Extension Education Association (TEEA) Annual State Conference (_____Regional Conference)

Dates: 2nd or 3rd week in September

Attendance: 500+

1. Request quotes for conference center, civic center, or in-house conference hotels.
2. Need rates for the use of facilities for the following meeting rooms:
   - 1 large assembly room where the general assembly meeting will be held for 500+
   - 6 workshop rooms that can hold 100+ for the Early Bird Workshops, Educational Seminars, and Optional Membership Workshops
   - 1 large room for the Cultural Arts Exhibit
   - 1 large room for the Country Store items
3. Need rates for the hotel rooms for approximately 250 rooms - age group 55+
4. Need piano for the Pre-Session Sing Along (optional)
5. Need a stage area for the Board Officers to sit in the General Assembly room and three microphones.
6. Send copies of proposal packages to:
   - TEEA President: _____
   - Host District Directors:
     - _____
     - _____
     - _____

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# State Cultural Arts Winners – Host District Director Form

District: _____ Date: _____

**Host District Director in charge of State Cultural Arts Show:** Enter 1st place winners on this two-page form. Use this form to announce the winners at the Cultural Arts Parade of Winners during the State Conference. Give one copy to the State President at the State Conference immediately after the judging is completed.

| | Category | Item | Winner's Name | County |
|---|---|---|---|---|
| 1 | Afghans, Tablecloths, Blankets, Bedspreads, and Throws | | | |
| 2 | Ceramics, China, Porcelain, and Pottery | | | |
| 3 | Craft Painting | | | |
| 4 | Decorated Garments | | | |
| 5 | Fabric Creations | | | |
| 6 | Fiber Arts | | | |
| 7 | Garments and Accessories - handmade | | | |
| 8 | Handstitchery | | | |
| 9 | Machine Embroidery | | | |
| 10 | Holiday Decoration | | | |
| 11 | Jewelry | | | |
| 12 | Painting and Drawing | | | |
| 13 | Paper | | | |

# State Cultural Arts Winners – Host District Director Form

| | Category | Item | Winner's Name | County |
|---|---|---|---|---|
| 14 | Traditional Scrapbooks | | | |
| 15 | Digitally Produced Scrapbooks (Computer) | | | |
| 16 | Photography – Photo Paper - black and white | | | |
| 17 | Photography – Photo Paper - color | | | |
| 18 | Photography – any other medium (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 | Quilts – Twin size or larger - hand or machine quilted – constructed and quilted by 2 or more members | | | |
| 24 | Recycled Items | | | |
| 25 A | Wall Hangings – Not Quilted | | | |
| 25 B | Wall Hangings – Quilted | | | |
| 26 | Miscellaneous | | | |

# Duties of TEEA District Secretary

1. The District Secretary will permanently maintain a complete and accurate account of all district TEEA meetings, to include the District Fall Training and District Spring Conference.
2. It is the responsibility of the District Secretary to update and file the Roll Call of Counties Report (on the following page) for the district meetings. The District Secretary will use the registration information and roll call information to compile the Credentials Report for the District Fall Training and District Spring Conference.
3. The Roll Call of Counties Report will also be used by the District Secretary to compile information for the District Attendance Award that is announced at the District Spring Conference for the following categories:
   - County with the most members in attendance, excluding the host county;
   - County with the highest percentage of members in attendance, excluding the host county.
4. The District Secretary will receive a copy of all correspondence, communications, committee reports, written motions (page 7-37), and written resolutions at the District Fall Training and District Spring Conference in order to accomplish the minutes for these meetings.
5. The District Secretary will provide the minutes of the District Fall Training and District Spring Conference to the appropriate assigned counties for approval and signature.
6. After approval of the District Fall Training and District Spring Conference meeting minutes, the District Secretary will provide a copy for her files and a copy for the District Director's file. These records will be kept permanently.

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# Roll Call of Counties Report

| | |
|---|---|
| Your Name: | |
| County: | |
| Number of Members in County: | |
| Delegates Attending: | |
| Members Attending: | |
| Guest Attending: | |
| FCH Agent Attending: | |
| **Total Number in Attendance:** | |

| | |
|---|---|
| Your Name: | |
| County: | |
| Number of Members in County: | |
| Delegates Attending: | |
| Members Attending: | |
| Guest Attending: | |
| FCS Agent Attending: | |
| **Total Number in Attendance:** | |

| | |
|---|---|
| Your Name: | |
| County: | |
| Number of Members in County: | |
| Delegates Attending: | |
| Members Attending: | |
| Guest Attending: | |
| FCH Agent Attending: | |
| **Total Number in Attendance:** | |

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Texas Extension Education Association, Inc.

# TEEA Motion Form

Date: _____

Motion:

I move that, _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signed_____2nd _____

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# Duties of the TEEA District Director-Elect

The District Director-Elect is elected for a two-year term prior to her year of serving as District Director so she may receive training from the current District Director in regards to the duties of the position.

To be eligible for District Director-Elect, a candidate must have served as County Association Chair or Vice Chair for at least one year.

When presenting a candidate, a club must notify the County Association Chair and the District Director in writing, giving the candidate's name and qualifications by March 1. The endorsement must be signed by the Club President, Club Secretary, County Association Chair, and County Secretary.

No candidate shall be presented who has not consented to serve.

Nominations from the floor at the District Spring Conference may be made only by a member living in the same county as the person nominated. Written notice of the proposed nomination from the floor must be given to the District Director prior to the meeting. Eligibility for nomination from the floor is not affected by the two week prior to the Spring Conference deadline.

A District Director-Elect may attend TEEA State Board meetings at her own discretion and will be responsible for **all** of her expenses while at the Board meeting. The district may choose to pay for her expenses.

**The duties of the District Director-Elect are:**

1. Use the two-year term of this office to become thoroughly familiar with the objectives of TEEA in preparation for the office of District Director.
2. Serve as an aide to the District Director, and perform all duties as assigned.
3. Perform the duties of the District Director in her absence.
4. Become a District Director for the unexpired term in case of the death, resignation, or incapacity of the District Director.

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# Duties of the TEEA District Treasurer

It is helpful when the person filling the treasurer role has bookkeeping skills or is be willing to be trained for the job of keeping financial records. Familiarity with using electronic accounting tools, such as Quicken and Excel, can be helpful but is not required at this level.

1. The District Treasurer works with the District Director to develop a working "District Budget" with anticipated income and expenses. This budget will help District TEEA financial transactions get tracked to the related budget area (District Fall Training, District Spring Conference, scholarships) and reported to the membership at District meetings. Financial reports should include income, expenditures, interest from savings accounts and CDs or other financial assets, and account balances. Best practice financial management guidelines are given below.
2. The District Treasurer will work closely with the District Director in developing budgets for the District Fall Training and District Spring Conference to determine the appropriate amount for these meetings' registration fees. The District Treasurer will file receipts and canceled checks covering all payments for the District Fall Training, District Spring Conference, District party at the TEEA State Conference, and any other District events.
3. The District Treasurer will keep accurate records of all financial matters and money sent from the counties to the District Director.
4. The District Treasurer completes IRS form 990 if district 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 7-43). **TEEA's 501(c)(3) status (documentation on page 7-44) depends on meeting these IRS requirements at levels of the organization annually. The web address is: www.irs.gov/app/ePostcard.**

   The District Treasurer files all necessary IRS forms or reports on time. 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 .

**Best Practice Financial Management Guidelines**

Following these guidelines will assure that records of the organization's financial transactions are accurate and can be reconciled against the budgeted categories. It will result in greater transparency of fiscal operations and help inform decisions related to expenditures.

1. Record all income in a manner that can be tracked for reconciliation. Itemizing all check numbers on the bank deposit slip is one way to assure easy tracking.
2. Record all expenditures in a manner that can be tracked for reconciliation. Itemizing associated check numbers is one way to assure easy tracking.
3. Reconcile income and expenses monthly with bank records. Immediately clear any discrepancies with the bank.
4. Post all interest from savings and checking accounts and CDs separately for easy tracking.
5. Use pertinent categories for tracking income and expenses.
6. Have a financial review conducted annually by an appointed committee. This committee will complete the Annual Review of TEEA District Funds form (on the following page), and present it to the membership.
7. Present a written Financial Statement and Report to the members at the District Spring Conference.

**Record Retention Recommendations of IRS:**

- Record retention periods vary depending on the types of records and returns. 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.
- Permanent Records. Some records should be kept permanently and include the application for recognition of tax-exempt status; the determination letter recognizing tax-exempt status; and organizing documents, such as articles of incorporation and Bylaws, with amendments, as well as board minutes.
- Records for Non-Tax Purposes. When records are no longer needed for tax purposes, an organization should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than the IRS requires.

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# Annual Review of TEEA District Funds

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

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

   _____ _____

   _____ _____

   _____ _____

   _____ _____

   _____ _____

   Are the account names proper? (It cannot say: "_____District or 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 district distributed its assets to a 501(c)(3) organization?

   ____Yes (This is a requirement of the State TEEA Bylaws) _____Not applicable at this time

_____ _____

Financial Review Committee Chair Signature TEEA District Treasurer Signature

_____ _____

TEEA District Director Signature Date of Review

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# Template for “Big Check”

The examples of “Big Checks” below are provided for your district to fill in the annual dollar value of all counties Education Program and Honor Roll of Counties work. Once you’ve completed your District Annual Report, you can create two checks, one for Total Program Dollars and one for Total Honor Roll of County Dollars. The fillable template is available on the http://teea.tamu.edu/ website. These checks can be shared at your TEEA District Spring Conference, and with AgriLife’s District Extension Administrators and Regional Program Leaders - FCH This will acknowledge the contributions of TEEA members to education and community service in a dollar value. Remember, every hour of volunteer service is valued at $28.54.

TEEA
Texas Extension Education Association, Inc.

TEXAS A&M AGRILIFE EXTENSION

PAY TO THE ORDER OF _____ $ _____

MEMO *Education Programs* _____ *Texas Extension Education Association*

TEEA
Texas Extension Education Association, Inc.

TEXAS A&M AGRILIFE EXTENSION

PAY TO THE ORDER OF _____ $ _____

MEMO *Honor Roll of Counties* _____ *Texas Extension Education Association*

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# 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 7-44) 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 Treasurer.

> 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 990 Consultant. 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 990 Consultant. 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 990 Consultant.

**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 7-43.)
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 990 Consultant 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.**

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# 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. www.irs.gov/app/ePostcard

To complete the postcard:

- 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 District 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.

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# 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 0 7 2004 MAY 0 7 2004

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

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

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

Lois G. Lerner
Director, Exempt Organizations

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# 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.

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Comptroller of Public Accounts Form 01-339 (Back) (Rev. 9-07/6)

## 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 | |

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:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

_____

_____

_____

Purchaser claims this exemption for the following reason:

_____

_____

_____

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.

*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.*

| sign here ▶ 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.

9/10

# Form B - District_____Registration Credentials List

**District Director:** List counties in alphabetical order. Then list delegates and alternates in alphabetical order. Compile this list from counties' Form A. Complete this form before you arrive at the State Conference. It will be used at your registration table for delegates to sign in. Make as many copies of this form as you need to list every county.

---

| **(Print Name)** | **(Sign Here at Registration)** |
|---|---|
| Board Members: | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Past TEEA Presidents (who are not delegates) | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| Alternate 1:_____ | _____ |
| Alternate 2:_____ | _____ |
| Alternate 3:_____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| Alternate 1:_____ | _____ |
| Alternate 2:_____ | _____ |
| Alternate 3:_____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| Alternate 1:_____ | _____ |
| Alternate 2:_____ | _____ |
| Alternate 3:_____ | _____ |

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# Form C - TEEA State Credentials List

District: _____

**District Director:** Upon the registering of delegates on Form B, transfer the three names of the voting delegates per county to this form. This may be done after each county registers. Print counties and delegates names in alphabetical order. After all of your delegates have registered and Form C is complete, give it to the Credentials Committee. Duplicate this form as needed. Form C will be the sign-in sheet if there is a state election by ballot.

---

| **(Print Name)** | **(Sign Here at Election)** |
|---|---|
| Board Members: | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Past TEEA Presidents (who are not delegates) | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |
| County:_____ | _____ |
| Delegate 1:_____ | _____ |
| Delegate 2:_____ | _____ |
| Delegate 3:_____ | _____ |

**The Credentials Committee will give Form C to the Election Committee when finished with the Credentials Report.**

# Form D - District_____Credentials Report

**District Director:** Complete this form when **all** of your pre-registered members have arrived at the conference and registered the first day. Each person should be counted only **once** to determine District Voting Strength and Registration. Give Form D along with Form C to the Credentials Committee. Make 3 copies of this form in the event that additions or corrections need to be made. Give the updated Form D to the Credentials Committee each day. Host District counties will need to report "One Day Registration" at the end of each day as pre-registered members arrive.

---

Date:_____ District:_____

1. Delegates ..... # _____
2. Past TEEA Presidents (who are not delegates) ..... # _____
3. Board Members ..... # _____
4. **Total District Voting Strength (= lines 1+2+3)** ..... # _____

5. Members ..... # _____
6. Visitors ..... # _____
7. **Total District Registration (= lines 4+5+6)** ..... # _____

Extension Personnel* (total number included as Delegates, Members and Visitors) # _____

Host District Counties Only One Day Registration

---

8. Tuesday ..... # _____
9. Wednesday ..... # _____

10. **Total Registration (Tuesday = lines 7+8; Wednesday = lines 7+9)** ..... # _____

*This number should include all Extension personnel in attendance from your District who have already been counted as a Delegate, Member or Visitor.

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