

## CHECK SHEET FOR COUNTY EPC CHAIRS

### FCE ACCOMPLISHMENT Summary/Award Winners Form

1. \_\_\_\_\_ Use the category's criteria located on page 4 of FCE Accomplishment Report. Determine winners in each category.
2. \_\_\_\_\_ Complete contact information of County EPC Chair completing the form.
3. \_\_\_\_\_ Tabulate Data – Circle County, Compile totals from each FCE Accomplishment Report.
4. \_\_\_\_\_ To qualify for 100% Reporting – all FCE units will have had to complete FCE Accomplishment Report pages 1-3.
5. \_\_\_\_\_ List name and address of County award winners; give brief description of accomplishments.
6. \_\_\_\_\_ Make copy of Summary/Award Winners Form and send to Area EPC.
7. \_\_\_\_\_ Send ALL FCE's Accomplishment Reports to Area EPC.

\*\*If there is only one FCE Unit in the county, the FCE Accomplishment Summary/Award Winners Form including the 100% Reporting information is to be completed.

### COMMUNITY SERVICE AWARD Summary/Award Winners Form (green paper)

1. \_\_\_\_\_ Determine County winner, complete Summary/Award form.
2. \_\_\_\_\_ Forward all forms to Area EPC.

### COUNTY COUNCIL PROJECT (blue paper)

1. \_\_\_\_\_ FCE's of same county may not use the same program lesson for their unit's accomplishment report as the program lesson used for the County Council Project.
2. \_\_\_\_\_ Review the report for the criteria of a listed educational program lesson, and is a county wide activity.
3. \_\_\_\_\_ Send to Area EPC.

## THINGS TO MAIL TO AREA EPC CHAIR BY JANUARY 1

1. \_\_\_\_\_ FCE ACCOMPLISHMENT Summary/Award Winners form completed, including the 100% Reporting Counties.
2. \_\_\_\_\_ All FCE Accomplishment Reports/Tabulated Data reports.
3. \_\_\_\_\_ All Community Service Awards (green paper).
4. \_\_\_\_\_ Community Service Summary/Award Winners Form (green paper).
5. \_\_\_\_\_ COUNTY COUNCIL PROJECT form (blue paper).

See back page of FCE Accomplishment Report/Tabulated Data Form for name and address of Area EPC Chairman.

Due by January 1 to Area EPC Chairman.