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.