

## CHECK SHEET FOR COUNTY EPC CHAIRS

**By December 1,** Receive Accomplishment Report/Tabulated Data and Community Service Project forms compiled by each FCE of county. Call FCE Officer who have not sent forms.

### **By January 1-County EPC:**

1. County Council may complete Accomplishment Report/Tabulated Data. (Circle County Council on form)
  - a. All the FCE's of a COUNTY develop an educational program and record it in the County FCE Council Secretary minutes. None of FCE's may use the same lesson on their FCE Accomplishment Report as being reported on the Accomplishment Report by County Council.
2. County Council may complete Community Service Project form.
  - a. Circle County Council on form.
3. Complete **Accomplishment Report Summary of (FCE) Award Winners** form, (If there is only one FCE Unit in the county, County Council EPC is to complete the Accomplishment Report/Tabulated Data Summary of Award Winners Form and 100% Reporting Form).
  - a. Circle FCE Unit (source of reports) and County (level of judging).
  - b. Complete contact information of County EPC Chair.
  - c. Tabulate data from all the county's FCE units
  - d. Determine FCE winners of each category, using the category's criteria located on page 1 of Educational Guide.
  - e. List name and address of County (level) award winners; Give brief description of the accomplishments.
  - f. Make 2 copies of Accomplishment Report Summary of (FCE) Award Winners: One to Area EPC and second to County Council President.
4. Complete the **100% Reporting By County** form.
5. Complete **Community Service Project Summary of (FCE) Award Winners** form.
  - a. Judged by (Circle County/Area)
  - b. Determine County winners,
  - c. Complete Summary of Award Winners form.
  - d. Make two copies, one to Area EPC, second to County Council President.
6. **Mail ALL forms to AREA EPC Chair by January 1.**
  - a. All Accomplishment Report/Tabulated Data forms submitted by FCE's.
  - b. Accomplishment Report Summary of (FCE) Award Winners judged by County
  - c. All Community Service Project forms submitted by FCE's
  - d. Community Service Project Summary of (FCE) Award Winners judged by County
  - e. 100 % Reporting by County form
  - f. Accomplishment Report/Tabulated Data submitted by County Council
  - g. Community Service Project form submitted by County Council

**Due by January 1 to Area EPC Chair** Name and address of Area EPC Chair on Accomplishment Report/Tabulated Data Form.