

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 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 Award (Green)
4. _____ Community Service Summary/Award Winners Form (Green)
5. _____ COUNTY COUNCIL PROJECT form.(blue paper)

**Due by January 1 to Area EPC Chair
See back page of FCE Accomplishment Report/Tabulated Data
Form for name and address of Area EPC Chairman.**

CHECK SHEET FOR AREA EPC CHAIRS

FCE ACCOMPLISHMENT SUMMARY/AWARD WINNERS FORM

1. ___ Area EPC judge top County winners. When judging FCE's reports, use the category's criteria located on page 4 of FCE Accomplishment Report.
2. ___ Complete top section: Name & address of Area EPC chair, Circle the Area. Number of counties of Area, Number of Counties Reporting.
3. ___ Tabulate Data- Circle Area, Compile totals from the Counties.
4. ___ List the 100% Reporting counties.
5. ___ List name and address of Area award winner; Give brief description of accomplishments.
6. ___ Fill out Area award certificates, and 100% reporting, *present certificates at District Recognition Days when asked.*
7. ___ Make copy of Summary/Award Winners Form and send to Area Director

COMMUNITY SERVICE AWARD SUMMARY/AWARD WINNERS FORM (Green Paper)

1. ___ Area EPC judge top County winners.
2. ___ List name and address of Area award winners; Give brief description of accomplishments.
3. ___ Fill out Area award certificates, *present certificates at District Recognition Days when asked.*
4. ___ Make copy of Summary/Award Winners Form and send to Area Director

COUNTY COUNCIL PROJECT (Blue paper)

1. ___ Review the report for the criteria of a listed educational program lesson, and is a county wide activity. FCE's of same county may not use the same program lesson for their unit's accomplishment report.
2. ___ Area EPC judge top County winners. When judging, use the category's criteria located on page 4 of FCE Accomplishment Report.
3. ___ Complete top section Summary/Award Winners Form
4. ___ Tabulate Data- Circle Area, Compile totals from the Counties.
5. ___ List name and address of Area award winners; Give brief description of accomplishments.
6. ___ Fill out Area award certificates, *present certificates at District Recognition Days when asked.*
7. ___ Make copy of Summary/Award Winners Form and send to Area Director.
8. ___

=THINGS TO MAIL TO STATE EPC CHAIR by February 1=

Name and address listed on FCE Accomplishment Report page 4

1. ___ Area Summary/Award Winners form for FCE Accomplishment.
2. ___ Area Summary/Award Winners form Community Service judging (green)
3. ___ Area Summary/Award Winners form County Council Project (blue)
4. ___ List of counties with 100% reporting.
5. ___ All County Summary/Award FCE Accomplishment Winners form.
6. ___ All County Summary/Award Community Service Winners form (green)
7. ___ All FCE Accomplishment Reports/Tabulated Data Sheets.
8. ___ All Community Service Award forms (Green)
9. ___ All County Council Project forms. (blue paper)