2010-2011 Guidelines for County Extension Agent-FCS
Support to TEEA Clubs

Background
Families are the primary clientele of Texas A&M AgriLife Extension Service Family and Consumer Sciences programming. As family needs and situations have evolved over the years, so have our programs. One constant in our continuing programming strategy has been a partnership with the Texas Extension Education Association (TEEA). Their name and structure have also changed over the years, but their mission and goals remain closely parallel to those of the Extension Family and Consumer Sciences programs.

TEEA is a separate organization from Extension, but a rich history of a partnership has been the foundation for strengthening families and communities through Extension’s educational programs. Extension agents provide support to TEEA club officers and members through leadership training and subject matter programming. Extension agents are expected to support their county TEEA clubs in the following ways:

Program Planning
Each TEEA club plans its programs for the year. Programs for local clubs can come from the State Education Programs, where county delegates to the annual TEEA Conference have been trained to deliver five programs; the FCS agent program priorities; or local club interests. The District and State Education Program Award is given to the county with clubs that have achieved the best outreach on the State Education Program recommendations. One option is to make a list of available programs from the county Extension agent, the TEEA State workshop topics, and any leader training topics if these are offered. Ask club members to select their top four to six program choices, and provide a place to offer other suggestions. The highest priority programs from the interest surveys can then be used as a guide in seeking program resources.

Program Planning Responsibilities of the County Extension Agent
Help plan TEEA club programs with and through the county TEEA association and club vice-presidents using the following recommendations and considering a club’s personality:

- County Extension Agent–FCS
  It is recommended that county Extension agents–FCS present or arrange for delivery of two programs annually, one at the club level and one at the county level. Subjects should address a specific leadership lesson and family and consumer sciences topics, with emphasis given to the agent’s Outcome Program Plan area for the current year, when appropriate. Each year, a new leadership
lesson from the **Building Connections Curriculum** will be linked to the FCS agent-only website.

Another option for club program support is for several county agents to jointly host a “leader training” on topics of interest in several counties. Each agent leads one topic, and club members return with several topics that they will teach at their club and possibly in the community. Some TEEA members have become “Master Wellness Volunteers” through training and then given club and community programs on specific nutrition or health topics upon requests from local groups.

- **State Educational Program Recommendations**
  It is recommended that county Extension agents—FCS support member delivery of the five programs that county delegates receive and have been trained on at the state meeting. Following the state conference, the delegates re-teach the programs at the club and community organization level. One of the programs at the state conference each year will be a specific leadership lesson from the **Building Connections Curriculum**. This lesson will be a different one from the lesson specified for county agent delivery.

- **Resource Persons**
  The county Extension agent may be asked to help recommend qualified speakers on club-identified topics for club leadership to contact.

County Extension agents may be asked to reproduce program materials for resource persons or club leaders. County Extension agents may wish to help a group of leaders develop a program leader training kit on programs for check-out by club leaders.

Club presidents need to provide a **Club Monthly Report** (new this year) to the county Extension agent—FCS (sample form on pages 5-19 and 5-20 in the TEEA Manual) to help agents document in TExAS the volunteer hours and educational contacts by TEEA members.

**Club Yearbooks**
It is recommended that each county have a TEEA yearbook. The yearbook should be a useful tool for all club members. Each county TEEA association should have a yearbook committee comprised of all club vice-presidents. It is their responsibility to develop the yearbook with recommendations from all club members and support of the county Extension agent.

Suggested items to include in a county TEEA yearbook are:

- **Order of Business**
- **Mission of TEEA, Creed, Prayer, Emblem, Colors, etc.**
- **Listing of county TEEA association officers (include addresses and phone numbers)**
- **Purpose of county TEEA association as well as TEEA**
Duties of county TEEA chairman and club officers

Date, location, and topic of each club’s meeting

Dates of county, district, state, and national TEEA events

State TEEA Education Recommendations

Listing of all county members by club (include addresses and phone numbers)

Many yearbook ideas can be obtained by reviewing books from across the state. It has become customary for delegates attending the state TEEA convention to exchange books throughout the week.

Other Responsibilities

Support TEEA leadership through club and/or county officer training. Examples of officer training lessons, parliamentary procedures, and useful forms are on the FCS agent-only website.

Work with existing clubs and/or Expansion Committee to ensure proper Affirmative Action processes are followed.

Inform club leadership/members of TEEA resources from the State Conference and TEEA Manual.

Encourage involvement of members in aspects of Extension programming outside the TEEA organization. TEEA representation on the FCS program area committee provides the opportunity for involvement in program planning, publicity, implementation, interpretation, resource acquisition, or other support roles. TEEA members can make great Master Wellness Volunteers, too.

Any questions about fiscal management, such as EIN numbers and filing the 990 e-postcard with the IRS, should be directed to their TEEA District Director first, then the TEEA, Inc. State Treasurer. At no time should agents keep cash for TEEA.

TEEA provides 12 TEEA State Scholarships each year ($1,000 each). Further information regarding the schedule for submissions and judging at the county level is found in Chapter 12 of the TEEA Manual.

Additional information about TEEA, including the TEEA Manual and other resources are available on the following website: http://teea.tamu.edu/.

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Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, religion, national origin, age, disability, genetic information or veteran status.