

## CHECK SHEET FOR COUNTY EPC CHAIRS

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

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

1. Accomplishment Report submitted by County Council. (Circle County Council)
  - a. All the FCE Units and Independent Members of a COUNTY develop an education program and record it in the County FCE Council Secretary's meeting minutes.  
~~None of FCE Units nor Independent Member's Accomplishment Report may use the~~  
same lesson on their Accomplishment Reports as being reported on the Accomplishment Report submitted by County Council.
2. Community Service Project submitted by County Council (Circle County Council)
3. Accomplishment Report Summary of (FCE Unit) Award Winners form (If there is only one FCE Unit in the county, County Council EPC is to complete the Accomplishment Report 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 Education Program Guide.
  - e. List name and address of County (level) award winners; Give brief description of their accomplishments.
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
6. Make copies (or save on a computer) of each form for total of 3, Distribute to Area EPC; County Council President and own records.
7. **Mail ALL forms to AREA EPC Chair by January 1.**
  - a. All Accomplishment Report/Tabulated Data forms submitted by FCE Units, those judged and *not* judged
  - b. Accomplishment Report Summary of (FCE Unit ) Award Winners judged by County EPC
  - c. All Community Service Project forms submitted by FCE Units
  - d. Community Service Project Summary of (FCE) Award Winners judged by County EPC
  - e. 100 % Reporting by County form
  - f. Accomplishment Report form 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.