

## FREA Reports Calendar

| Date                        | Responsible                                    | Report  | Destination                                    |
|-----------------------------|--|---|--|
| January 20                  | Unit President                                 | Renewals and new members turned in.<br>Delegate Count January 31st  | FREA Office                                    |
| January 31                  | Unit President                                 | Unit Certificate of Excellence*   | FREA Office                                    |
| February 10                 | Unit FREF Chair                                | Scholarship Submittal Deadline from Units   | FREF District Trustee for District 1-5 or 6-10 |
| February 15                 | FREF Chair-Unit President                      | Practicing Educator Grant   |  |
| February FREA Board Meeting | State Committee Chair                          | Unit Contact Progress report  | President-Elect                                |
|                             | District Directors                             | Potential Leadership Candidates   | State Director                                 |
|                             |  | Oral Progress Report  | Give at meeting                                |
| March 1                     | Unit Membership Chair                          | Membership Grant Proposals Accepted starting July 1 <sup>st</sup> and Processed until March 1 <sup>st</sup>   | FREA Office                                    |
| March 15                    | Unit VS Chair                                  | <ul style="list-style-type: none"> <li>• Unit volunteer services reports</li> <li>• Volunteer of Year Nominee</li> <li>• 5<sup>th</sup> Grade Essay Deadline for units</li> </ul>                 | District VS Chair                              |
| March 31                    | Unit President                                 | Certificate of Recognition <ul style="list-style-type: none"> <li>• Per member contribution (\$2, \$3, \$4, \$5)</li> <li>• Honorarium or Memorial donation</li> <li>• FREF Unit chair</li> </ul> | FREA Office                                    |
| April 1                     | District VS Chair                              | <ul style="list-style-type: none"> <li>• Copy of each units' volunteer report</li> <li>• 1 5th Grade Essay selection</li> <li>• 1 VOY selection</li> </ul>  | State VS Chair                                 |
| April 15                    | State Committee Chair                          | Annual Report   | FREA Office                                    |
|                             | District Directors                             |   |  |
|                             | FREF Trustees                                  |   |  |
| May 1                       | Unit Membership Chair                          | With 4 you Get More   | FREA Office                                    |
| June 1                      | Unit President                                 | <b>IF any changes</b> made to unit bylaws, send amended bylaws  | FREA Office                                    |
|                             |  | Annual Contact Info on Unit Officers and Meetings   |  |
| June 10                     | All Board and Trustees                         | FREA and FREF Expense Reports due.  | FREA Office                                    |
| June 15                     | All FREA/FREF Officers/Trustees State and Unit | Deadline for FREA Handbook contact info changes   | FREA Office                                    |
| August Board Meeting        | State Committee Chair                          | Unit Contact Progress report  | President-Elect                                |
|                             | District Directors                             | <ul style="list-style-type: none"> <li>• Oral Progress Report</li> <li>• Workshop Information</li> </ul>  | Give at meeting                                |
| August 31-September 30      | FREF Trustees/Unit FREF Chairs                 | Scholarship Information to High Schools   | All High Schools in District                   |
| September - October         | District/Unit Volunteer Services Chair         | <ul style="list-style-type: none"> <li>• 5<sup>th</sup> Grade Essay Information to schools*</li> <li>• Practicing Educator Grant info to schools*- due February 15</li> </ul>                     | All Grade Schools possible                     |
| *Voluntary                  |  | VS = Volunteer Services   |  |