

FREA Volunteer Services Actions Calendar

FREA Units have varying titles for those who oversee the 5th Grade Essay Contest. Volunteer Services (VS) Chair, Literacy Chair, etc.. If your Unit uses other than the Unit VS Chair for the contest, please make sure the FREA State Office has that title/name in their records to be used by State VS Chair. The Unit person in charge of the contest is who is responsible for sending their Essay contest winner to the District VS Chair (or if no District Chair) State VS Chair. For simplicity and space purposes, VS Chair is the only Unit title used in this document. Other Unit titles are implied in the case of the 5th Grade Essay Contest.

Deadlines	Responsible VS=Volunteer Services	Actions
By January 30	Unit VS Chair Receives	⇒ All 5th Grade Essays to Unit VS Chair from schools ⇒ All Unit Volunteer Hours (January to December), submitted from Unit members ⇒ Unit Volunteer of the Year (VOY) submissions
By February 15	Unit VS Chair Sends	Send to District VS Chair If no District VS Chair, send to State Chair ⇒ Selected Unit 5th Grade Essay Winner (One) Include: ◇ ONE winning essay, Cover Sheet, Permission to Publish form, and Student Photo. ⇒ Selected Unit VOY (one). Include: ◇ Winning Unit VOY photo and paragraph. ⇒ Compiled Annual (January to December) Unit volunteer hours
By March 1	District VS Chair Sends	Send to State VS Chair ⇒ Selected one District 5th Grade Essay winner Include: ◇ ONE winning essay, Cover Sheet, Permission to Publish form, and Student Photo. ⇒ Selected one District VOY winner Include: ◇ Winning Unit VOY photo and paragraph. ⇒ Compiled District (January to December) volunteer hours
By March 15	VS State Chair Sends	5th Grade Essay ⇒ All District 5th Grade Essay winners to State judges-results by March 30 ⇒ Notice to Units/Parents to let them know the winners ⇒ Winners essays and materials to State Office
		VS Hours ⇒ Compiled total VS hours to State office
		District Volunteers of the Year ⇒ Contact Districts to inform of chosen District VOY's ⇒ Send all District VOY winner info to FREA Office
By April 1	VS State Chair Sends	⇒ Notice to Units/Parents to let them know the winners ⇒ Winners essays and materials to State Office
At Convention	VS State Chair Presents	⇒ VS Report to Board ⇒ VOY Awards to District VOY's ⇒ 5th Grade Essay awards to 1st, 2nd 3rd Place winners (if they attend)

Resources for Volunteer Services Officers

FREA State Office
info@frea.org
727-577-6400

Volunteer Services Forms

Available on the FREA website:

<https://www.frea.org/unit-forms-unit-contact-info/>