

FREA/FREF Reports-Actions Calendar

Date	Report	Responsible	Destination
	VIF—Very Important Form: Report of Contact Info for Unit Officers and Meetings -send to Office after election of officers and when any meeting times, locations, change.	Unit President	FREA Office
January 1	Deadline for any Unit Dues Increase is due to the Office to be included in the Membership renewal notice for the upcoming year.	Unit President	FREA Office
January 31	Deadline for Membership for Convention Delegates	Membership Chair/ Unit President	FREA Office
Jan/Feb FREA Board Meeting	Unit Contact Progress report	State Committee Chair	FREA President-Elect
	Potential Leadership Candidates	District Directors	Give at meeting to State Director
February 15	Deadline for Practicing Educator Grant	Participants	FREA Office
March 1	Membership Grant Proposals	Unit Membership Chair	FREA Office
	Return Convention Delegate Names to Office	Unit President	FREA Office
	FREF Scholarship Submittal Deadline from Units	Unit FREF Chair	FREA Office
March 15	<ul style="list-style-type: none"> • Unit volunteer services reports • Volunteer of Year Nominee • 5th Grade Essay Deadline for units 	Unit VS Chair	District VS Chair
March 31	FREF Certificate of Recognition - Criteria on website	Unit President	FREA Office
April 1	<ul style="list-style-type: none"> • Copy of each units' volunteer report • 1 5th Grade Essay selection • 1 VOY selection 	District VS Chair	State VS Chair
	• Liability Insurance Payment Due to FREA Office	Unit President/Treasurer	FREA Office
April 15	<ul style="list-style-type: none"> • District Directors Annual Report • State Committee Annual Report 	District Director State Committee Chair	FREA Office
April 30	Deadline for Units to turn in Extravaganza money and all unsold tickets.	Unit FREF Chair (If no FREF Chair, Unit President.)	FREA Office
	Deadline for Trustee to turn in Extravaganza money for tickets assigned to them.	FREF Trustee	FREA Office
June 10	FREA and FREF Expense Reports due.	All Board and Trustees	FREA Office
August Board Meeting	Unit Contact Progress report	State Committee Chair	FREA President-Elect
	Oral Progress Report	District Directors	Give at meeting
August 31-Sept 30	Scholarship Information to High Schools—Students can apply online—	FREF Trustees/Unit FREF Chairs	All High Schools in District
September - October	<ul style="list-style-type: none"> • 5th Grade Essay Information to schools • Practicing Educator Grant info to schools 	• District/Unit VS Chair	<ul style="list-style-type: none"> • All grade schools possible (public) • All schools possible (public)
Last week of November	• Office mails Extravaganza Tickets	FREA Office	Unit President
	VS = Volunteer Services	Calendar update: June 13, 2024	