# CE-FCS Ambassadors Working Calendar

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| Month | Function | Committee/Officer |
| January | Prepare slate of officers to be included in spring newsletter | Nominating |
|  | Spring newsletters articles due | All/Communications |
|  | Start preparing and planning for Annual meeting to be held in May | VP/Annual Meeting Committee |
|  | Membership renewal | All |
| February | Board Meeting by Zoom | All |
| March | FCS Ambassadors recruitment/silent auction promotion at District OHCE Meetings  | Public Relations and Recruitment |
|  | Spring newsletter distributed | Communications |
|  | President-elect secure and review committee members to be approved at April Board meeting | President Elect |
| April | Grant applications due April 10th | Grants and Awards |
|  | Review grant applications | Grants and Awards |
|  | DPS Silent Auction reminder to educators | Public Relations and Recruitment |
|  | Silent Auction and Ambassadors recruitment information to State OHCE Outreach Newsletter | Public Relations and Recruitment Communications |
|  | Board Meetings to approve grant awards | Board |
| May | Annual Meeting and Awards Luncheon | VP and Annual Meeting Committee |
|  | Post-Annual Board meeting following Annual Meeting | All Officers and Committee Chairs |
|  | Announce FCS Grant recipients at Annual meeting | Grant and Awards |
|  | After Annual Meeting, VP send remaining funds to state office | Vice President |
|  | Budget requests from officers and committee chairs due May 1st | Finance |
| June | Make sure remaining annual meeting funds were sent to state office | Finance/VP |
| July | Silent Auction at State OHCE Meeting | Public Relations & Recruitment |
|  | Fall newsletter articles due | All/Communications |
|  | Date set for Annual Meeting to be included in fall newsletter | All/Annual Meeting |
| August | Grant reports due August 15th  | All |
| September | Fall newsletter distributed | Communications |
| October | Grant RFP announcements to county presidents and educators | Grants & Awards |
| November |  |  |
| December | Board Meeting | All |

Cooperative Extension Family & Consumer Sciences Ambassadors, revised 10.18.2024