**CE-FCS Ambassadors Working Calendar Odd Years**

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| **Time** | **Function** | **Committee** |
| January | * Grant Applications due Jan. 10th * Prepare slate of officers for spring newsletter * Spring news articles due * Start preparing and planning for Annual Meeting in April * Membership Renewal | * Grants & Awards * Nominating * All/communications * VP/Annual Meeting Committee * All |
| February | * Review grant applications * Board Meeting (in-person) for awards | * Grants & Awards * All |
| March | * Ambassadors recruitment/silent auction promotion at District OHCE Meetings * Announce 2021-2022 OHCE Grant recipients at District Meetings * Spring Newsletter Distributed * President-Elect secures committee members to be approved at April board meeting | * Public Relations & Recruitment * Grants & Awards * Communications * President-Elect |
| April | * DPS Silent Auction Reminder to Educators * Silent Auction & Ambassadors Recruitment information to State OHCE Outreach Newsletter * Announce FCS Grant Recipients at OEAFCS Awards Luncheon * Annual Meeting in conjunction with OEAFCS Conference * Post-Annual Meeting board meeting (via Zoom) | * Public Relations & Recruitment * Public Relations & Recruitment * Grants & Awards * Annual Meeting * All |
| May | * Budget Request from Officers and Committee Chairs due May 10th | * Finance |
| June | * Board Meeting (via Zoom) to approve budget | * All |
| July | * Silent Auction at State OHCE Meeting * Fall Newsletter Articles Due * Date set for Annual Meeting to be included in Fall Newsletter | * Public Relations & Recruitment * All/Communications * All/Annual Meeting |
| August | * Grant Reports due Aug. 15 | * Grans & Awards |
| September | * Fall Newsletter Distributed | * Communications |
| October | * Grant RFP announcements to County Presidents and Educators | * Grants & Awards |
| November |  |  |
| December | * Board Meeting | * All |

**CE-FCS Ambassadors Working Calendar Even Years**

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| **Time** | **Function** | **Committee** |
| January | * Grant Applications due Jan. 10th * Prepare Slate of Officers to be included in spring newsletter * Spring Newsletter Articles Due * Membership Renewal | * Grants & Awards * Finance * Nominating * All/Communications |
| February | * Review grant applications * Board Meeting (in-person) for awards | * Grants & Awards * All |
| March | * Ambassadors recruitment/silent auction promotion at District OHCE Meetings * Announce 2022-2023 OHCE Grant recipients at District Meetings * Spring Newsletter Distributed | * Public Relations & Recruitment * Grants & Awards * Communications |
| April | * DPS Silent Auction Reminder to Educators * Silent Auction & Ambassadors Recruitment information to State OHCE Outreach Newsletter * Announce FCS Grant Recipients at OEAFCS Awards Luncheon * Annual Meeting in conjunction with OEAFCS Conference * Post-Annual Meeting board meeting (via Zoom) | * Public Relations & Recruitment * Public Relations & Recruitment * Grants & Awards * Annual Meeting * All |
| May | * Budget Request from Officers and Committee Chairs due May 10th | * Finance |
| June | * Board Meeting (via Zoom) to approve budget | * All |
| July | * Silent Auction at State OHCE Meeting * Fall Newsletter Articles Due * Date set for Annual Meeting to be included in Fall Newsletter | * Public Relations & Recruitment * All/Communications * Grants & Awards |
| August | * Grant Reports due Aug 15th | * All |
| September | * Fall Newsletter Distributed | * Communications |
| October | * Grant RFP announcements to County Presidents and Educators | * Grants & Awards |
| November |  |  |
| December | * Board Meeting | * All |

9/17/21