**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**

|  |  |  |
| --- | --- | --- |
| **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