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

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| **Time** | **Function** | **Committee/Officer** |
| **January** | Grant applications due January 10th | Grants & Awards |
|  | Prepare slate of officers to be included in spring newsletter | Finance |
|  | Spring newsletter articles due | Nominating |
|  | Membership renewal | All/Communications |
| **February** | Review grant applications | Grants & Awards |
|  | Board Meeting (in-person) for awards | All |
| **March** | Ambassadors recruitment/silent auction promotion at District OHCE Meetings | Public Relations & Recruitment |
|  | Announce OHCE grant recipients at District Meetings | Grants & Awards |
|  | Spring newsletter distributed | Communications |
| **April** | DPS Silent Auction reminder to educators | Public Relations & Recruitment |
|  | Silent Auction & Ambassadors recruitment information to State OHCE Outreach Newsletter | Public Relations & Recruitment |
|  | Announce FCS grant recipients at OEAFCS Awards Luncheon | Grants & Awards |
|  | Annual Meeting in conjunction with OEAFCS Conference | Annual Meeting |
|  | Post-Annual Board Meeting (via Zoom) | All |
| **May** | After Annual Meeting, VP sends remaining funds to state office | Vice President |
|  | Budget request from officers and committee chairs due May 10th | Finance |
| **June** | Board Meeting (via Zoom) to approve budget | All |
|  | 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 | Grant & Awards |
| **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 |

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

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| **Time** | **Function** | **Committee/Officer** |
| **January** | Grant applications due January 10th | Grants & Awards |
|  | Prepare slate of officers for spring newsletter | Nominating |
|  | Spring news articles due | All/Communications |
|  | Start preparing and planning for Annual Meeting to be held in April | VP/Annual Meeting Committee |
|  | Membership renewal | All |
| **February** | Review grant applications | Grant & Awards |
|  | Board Meeting (in-person) for awards | All |
| **March** | Ambassadors recruitment/silent auction promotion at District OHCE Meetings | Public Relations & Recruitment |
|  | Announce OHCE grant recipients at District Meetings | Grants & Awards |
|  | Spring newsletter distributed | Communications |
|  | President-Elect secures committee members to be approved at April Board Meeting | President-Elect |
| **April** | DPS Silent Auction reminder to educators | Public Relations & Recruitment |
|  | Silent Auction & Ambassadors recruitment information to State OHCE Outreach Newsletter | Public Relations & Recruitment |
|  | Announce FCS grant recipients at OEAFCS Awards Luncheon | Grants & Awards |
|  | Annual Meeting in conjunction with OEAFCS Conference | Annual Meeting |
|  | Post-Annual Board Meeting (via Zoom) | All |
| **May** | After Annual Meeting, VP sends remaining funds to state office | Vice President |
|  | Budget request from officers and committee chairs due May 10th | Finance |
| **June** | Board Meeting (via Zoom) to approve budget | All |
|  | Make sure remaining Annual Meeting funds were sent to state office | VP/Annual Meeting Committee |
| **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 | Grants & Awards |
| **September** | Fall newsletter distributed | Communications |
| **October** | Grant RFP announcements to county presidents and educators | Grants & Awards |
| **November** |  |  |
| **December** | Board Meeting | All |