FREA/FREF Reports-Actions Calendar

Date	Report	Responsible	Destination
VIF—Very Important Form: Report of Contact Info for Unit Officers and Meetings-Please send to Office after election of officers and when any changes of meeting times, locations, etc.		Unit President	FREA Office
February 15	Scholarship Submittal Deadline from Units	Unit FREF Chair	FREF District Trustee for District 1-5/6-10
February 15	Practicing Educator Grant	Practicing Educators	FREA Office
Jan/Feb FREA Board Meeting	Unit Contact Progress report	State Committee Chair	President-Elect
	Potential Leadership Candidates	District Directors	Give at meeting to State Director
March 1	Membership Grant Proposals	Unit Membership Chair	FREA Office
	Return Convention Delegate Names to Office	Unit President	FREA Office
March 15	• Unit volunteer services reports • Volunteer of Year Nominee • 5th Grade Essay Deadline for units	Unit VS Chair	District VS Chair
March 15	Unit Certificate of Excellence **(Voluntary)**	Unit President	FREA Office
March 31	Certificate of Recognition • Per member contribution ($2-3-4-5) • Honorarium and Memorial donation • FREF Unit chair	Unit President	FREA Office
April 1	• 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	District Directors Annual Report State Committee Annual Report	District Director State Committee Chair	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	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	• 5th Grade Essay Information to schools* • Practicing Educator Grant info to schools*	District/Unit Volunteer Services Chair	• All grade schools possible • All schools possible
	VS = Volunteer Services		