



Texas Extension Association of Family & Consumer Sciences

ANNUAL CONFERENCE PLANNING HANDBOOK

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TEAFCS ANNUAL CONFERENCE PLANNING HANDBOOK

INTRODUCTION

Hosting the annual meeting for TEAFCS is a big responsibility. Planning should begin up to 2 years in advance.

The purpose of the annual TEAFCS conference is to

- ***provide quality professional development for members and guests;***
- ***conduct the annual association business meeting;***
- ***recognize award winners;***
- ***provide networking opportunities to strengthen the camaraderie and bond among agents in the association.***

The host district plays a major role in ensuring the conference runs smoothly and meets the needs of attendees. The TEAFCS Board provides advice and insight for the conference, but most details are the responsibility of the host district.

Traditionally, the conference is a 3-day event held during the summer months. See Appendix VII- *“Rotation Schedule”* to determine when your district will have a turn.

ROLE OF 2ND VICE PRESIDENT

A representative of the hosting district shall serve as the 2nd Vice President on the TEAFCS board during the year prior to the conference the district hosts. The representative selected to serve as 2nd VP should attend all board meetings during that year. Ideally, the representative has served on the Board previously and has attended previous annual conferences.

The 2nd Vice President serves as the general chairman for the Conference. According to the TEAFCS by-laws (as of July 2015) the Second Vice-President Board responsibilities include:

1. Perform all duties of the office of First Vice-President in their absence.
2. Serve as general chairman for the annual meeting and be from the district(s) hosting the event.
3. Coordinate all annual meeting committees.
4. Notify Life Members of Annual State Meeting. (Current list can be obtained from NEAFCS)

PLANNING

Detailed planning for the conference is imperative and communication is key in fulfilling the purpose of the annual meeting. There are several tools and resources the host district can draw from to aid in planning. Generally, the sooner the district embraces the idea and begins preparations, the smoother the process will run. An important step early on is to establish a Planning Committee whose main purpose is to generate the overall framework for the Annual Conference. The Planning Committee should consist of association members in the host district: the TEAFCS 2nd Vice President and chairs of the various committees responsible for planning and implementing the program. See Appendices I and II “*Suggested Committees - Option 1*” and “*Suggested Committees - Option 2*” for ideas on potential committee structures.

Members from districts in line to host two to three years out should make a point to attend annual conferences in order to observe current trends and take notes to use when it is their turn. Previous conference agendas are also helpful for reference in planning. Regular attendance at TEAFCS Board meetings of the district director and alternate director is also very important, particularly in the two to three years leading up to the district’s turn to host.

The 2nd Vice President and planning committee need to work closely with the RPL and DEA to ensure that Administrative professional development standards are being met throughout the planning process. Final approval of the agenda must also be granted by Administration. See Appendices III and IV “*Detailed Timeline*” and “*Condensed Timeline*” for guidance in ideal planning progression.

PLANNING COMMITTEES

Committees should be established to break down the responsibilities and make the various tasks associated with hosting the state conference more manageable. Committees can be created as needed. Please see Appendices for suggested committee structures. Districts can design committees as needed to ensure all aspects of the conference structure are properly and successfully achieved. The host district and its planning committees should work closely with the state board to ensure expectations are being met. Additionally, the DEA and RPL should be actively involved in the process to ensure employee expectations for members, and non-members (if included), are clearly understood by all involved.

EDUCATIONAL SESSIONS

The primary purpose of the annual conference is to ***provide quality professional development opportunities for members and guests***. To that end, it is imperative that careful consideration be given to the educational aspects of the conference. The host district should prepare for a variety of sessions related to various job responsibilities of those attending. Sessions can be structured in a format that works well with the hosting district's resources (i.e. plenary sessions or 2 or more concurrent sessions; on-site or in the field; guest speakers or in-house presenters, etc.) Regardless of format, sessions should provide information readily applicable to current agent responsibilities and professional expectations and the content should allow attendees to gain a better understanding of specific topics that can be utilized on the job. Each session needs to have specific objectives that outline the purpose and relevance of the session. Generally, several short sessions (1-2 hours) are offered in addition to a number in-depth (3-4 hour) sessions and educational tours. In addition, traditionally there is an opening and closing session with guest speakers. Note that the State Board generally provides specific funds to assist with securing keynote speakers. Also, there often a general session on day 2. Offering several options for educational sessions allows attendees to choose the sessions that are best suited to their needs. Pre-conference sessions are also an option.

BUSINESS MEETINGS

Whereas the conference is meant to ***conduct the annual association business meeting***, the 2nd Vice President should work closely with the State Board to ensure adequate time and space is included in the agenda and facilities during the conference. Generally, the board meets just prior to the opening session of the conference and early on the morning of last day of the conference.

ADDITIONAL MEETINGS

[First Timers Meeting](#)

An orientation meeting for those who have never attended a TEAFCS conference before is traditionally held prior to the opening session of the conference. The host district should plan for a First Timer's meeting in the conference agenda, as well as arrange for the space and meal (with appropriate fee if necessary) as needed.

Past President's Event

Traditionally a Past Presidents event is hosted by the current state board president. The event is "by invitation only" for members who have served as association president in past years. The current state association President takes care of all of the arrangements; however, the 2nd Vice President and host district will need to coordinate with the President to assist as needed with arrangements for space and food.

AWARDS

Another purpose of the conference is to ***recognize award winners***. The TEAFCS state board is responsible for the coordination and implementation of awards ceremony. The host district is responsible for scheduling time in the program agenda for the awards ceremony, and if appropriate, providing a meal with the event (such as an awards dinner or awards brunch). In the event there is cost associated with the awards ceremony (such as a meal or other expense) arrangements need to be made to cover expenses for "guest" award winners (i.e. those outside of Extension). **The hosting district should communicate regularly with the State Board to ensure current expectations regarding awards ceremony plans and ticket provisions are understood and met.** The 2nd Vice president and 1st Vice president (awards coordinator) should meet specifically to coordinate plans for the awards ceremony.

HOSPITALITY

An additional purpose of the conference is to ***provide networking opportunities to strengthen the camaraderie and bond among agents in the association***. Traditionally, the host district provides this through "hospitality" activities including a welcome or friendship event on the first evening of the conference, a hospitality room where attendees can gather informally to mingle, and some type of souvenir or memento for attendees to keep. Other activities may also be included in the agenda to ensure there are ample opportunities for attendees to get to know each other and share ideas.

FUNDING

Generally, a significant amount of funds is needed to cover upfront costs such as deposits. TEAFCS provides the host district with seed money for this purpose. Currently, the amount is \$1000. After all conference bills are paid, the seed money is returned to the State Board. Additionally, if a profit is made on the Annual Conference, one-half of the profits must be returned to the state treasury along with the seed money (the seed money is not considered part of the profit and must be paid back separately).

In some cases, a host district may decide to use funds from their district association as additional seed money for fundraising activities or other upfront expenses not covered by the seed money offered from the state specifically related to hosting the state conference. As with the seed money offered by the state, if the district chooses to utilize district association funds as additional seed money, that amount is not considered part of the profit and will be paid back separately to the district account (if all expenses are paid and unless the districts chooses to designate a certain amount as a donation). Any money made through fundraising efforts, in excess of the district seed money, becomes a part of the profit of the conference that is to be shared with the state treasury. The use of district seed money and fundraising should be made clear in the profit and loss statement submitted to the state board after the conference. This will help the state board and subsequent hosting districts to understand the impact of in-district fundraising.

TEAFCS also has Speaker Fee funds set aside (currently \$500) to assist with securing a keynote speaker for the conference. The Speaker Fee funds do not have to be repaid.

The 2nd Vice President should confirm the current amount budgeted for seed money and Speaker Fee money with the State Board Treasurer and discuss details for receiving and returning funds.

Registration fees (discussed in more detail below) should be set to cover the costs of the conference including meeting rooms, speaker fees and some (if not all) meals and any other expenses associated with implementing the conference. Sponsorships (also discussed below) can be secured to help with costs as well.

A profit and loss statement outlining income and expenses related to the conference should be submitted to the board at the meeting following the conference and after all bills are paid.

SPONSORSHIP

Businesses and organizations may wish to sponsor parts of the conference with financial contributions, usually in return for recognition at the conference. Sponsorships can be managed by the host district in the best way they see fit. Sponsorships help off-set the costs of the conference so that registration rates can be lowered, or additional benefits can be offered to conference attendees. Monies added through sponsorships are consider a part of the income for the event and any excess is considered part of the profit.

Suggested sponsorship levels may be as follows:

Bronze: \$100-\$399

Silver: \$400-\$999 (to include complimentary registration and 1 meal)

Gold: \$1000 or more (to include complimentary registration and meals)

Invitations to sponsor should be sent to the appropriate person/office six to eight months prior to the Annual Conference. Past sponsors should be contacted and given the rates determined by the host district; however, local business should also be given consideration as sponsors.

TEAFCS is a 501(c)6, rather than a 501(c)3, therefore sponsorships are not tax deductible as a donation, however sponsorships can be counted as advertising costs.

EXHIBITS

Exhibits enhance the Annual Conference by providing attendees with information about goods and services that might interest them. Complimentary exhibit space for higher dollar Sponsors should be made available.

Also, complimentary space for Extension related educational exhibits can be determined based on space available.

Vendors and companies who offer appropriate merchandise that are representatives of the area in which the Annual Conference is held may be solicited by the hosting district if space is available.

Exhibit Fees are set by the host district. Monies added through sponsorships are consider a part of the income for the event and any excess is considered part of the profit.

REGISTRATION AND FEES

The registration and deadlines for the Annual Conference will be set by the host district. Ideally, the registration fee is consistent with fees of previous years and maintains affordability for the average Extension employee to attend.

Options should be offered with designated costs levels for a full conference fee, a daily fee, and guest tickets. Fees should be set forth and clearly outlined in the registration forms sent to members. An additional fee structure can be added for non-members. See Appendix V “*Sample Registration Form*” in for information that is typically helpful to collect.

Registration information, including the registration form and lodging information, should be presented to the TEAFCS Board at their Spring Meeting (or earlier if possible). Registration information should also be provided to the Texas Extra Editor for inclusion in the summer edition at a time set by the Editor.

Email notifications and reminders to all members are also very helpful in recruiting attendees.

A late fee can be added to the registration paid after the deadline date. This encourages prompt registration and helps cover increased costs that might be incurred for last minute additions.

Registration refunds should be handled on a case-by-case basis, with the refund request submitted in writing either via electronic mail or postal service to the hosting district’s treasurer or finance committee chair.

A few general expectations of registration fees:

- Offer single day registrations.
- Offer vegetarian or special needs meals.
- Offer tickets for guest(s)
- Have receipts at State Meeting.

FACILITIES AND LODGING

The host district is responsible for selecting a suitable meeting site for the Annual Conference. The hotel rooms and meeting rooms should be ADA compliant.

The host district should arrange for blocks of rooms for lodging, either with the local Chamber of Commerce or host hotel directly. Often local Chamber of Commerce personnel can be of great assistance in planning meeting and/or lodging locations.

The 2nd Vice President or a designee may sign agreements related to the Annual Conference. In the event a contract needs to be signed, the 2nd VP should seek counsel from the Administration to determine the appropriate process.

The Host district will make any and all deposits necessary to secure facilities, caterers, or lodging or other expenses directly related to the conference.

EVALUATION

The host district should conduct an evaluation to assist the next host district in their planning process. Evaluations can be done on paper or through technology assisted electronic means. Ideally, representatives of the previous host district and upcoming host district meet to exchange information to continually improve the conference for every TEAFCS member attending. See Appendix VI – “*Sample Evaluation*” for information that is helpful to collect.

CLOSING THOUGHTS

For many agents, the TEAFCS annual conference is a highlight of a career with Extension. The opportunity to learn new information and best practices that can be directly applied to job responsibilities is extremely valuable. Networking with others across the state provides a broader perspective of the profession and association as a whole. The recognition of great work is encouraging for all to strive for excellence. The contributions of the association strengthen agents and the agency. Leadership and learning opportunities on many levels helps agents gain experience, develop curriculum vitae, and poise for professional promotion.

As a hosting district, you have the opportunity and responsibility to provide an outstanding experience for your colleagues. Although the planning and implementation can be time intensive, the value is great. By methodically and strategically planning, the task can be not only manageable, but rewarding. When a hosting district comes together to pull off a stellar event, the sense of satisfaction is significant.

Of course, sometimes there are situations where planning and implementation of such a big event is difficult in tumultuous times of agency change and agent turnover. In those cases, communication with the State Board becomes increasingly important. The State Board is always there to provide advice and support anytime it is needed. We are all in this together, and ultimately a successful conference is the responsibility of all of the TEAFCS membership.

One last note of inspiration: below are 10 great quotes about planning.

- *“Planning is bringing the future into the present so that you can do something about it now.”* Alan Lakein
- *“Planning for success will make you even more creative.”* Danielle LaPorte
- *“A goal without a plan is just a wish.”* Anonymous
- *“Proper planning and preparation prevents poor performance.”* Stephen Keague
- *“Success doesn’t just happen. It’s planned for.”* Anonymous
- *“A plan is only as good as those who see it through.”* Anonymous
- *“Failing to plan is planning to fail.”* Allen Lakein
- *“Plan your work and work your plan.”* Napoleon Hill
- *“Sometimes, we need to stop analyzing the past and start planning the future.”* Anonymous
- *“When it is obvious that the goals cannot be reached, don’t adjust the goals, adjust the action steps.”* Confucius

Good luck and thank you for your commitment and hard work in planning an awesome event!

Appendix I - SUGGESTED COMMITTEES – OPTION 1

1. Steering Committee
 - A. Consists of all committee chairs
 - B. Meet periodically to coordinate overall plans
 - C. Assists program committee with objectives
 - D. Develops budget
 - E. Evaluates all facets of State Meeting and shares results with next district assuming leadership for hosting State meeting
2. Program Committee
 - A. Theme
 - B. Objectives
 - C. Speakers
 - D. Printed Programs
 - E. Entertainment
 - F. Banquet
 - G. Solicit exhibitors and schedule exhibit viewing
 - H. Communication with all committees
3. Facilities and Tours

Facilities:

 - A. Meeting Rooms
 - B. Lodging
 - C. Parking
 - D. Airport transportation, if needed
 - E. Equipment

Tours:

 - A. Places
 - B. Costs
 - C. Transportation
 - D. Schedule
 - E. Communicate with all committees especially registration and program committees
4. Registration and Information
 - A. Develop registration form
 - B. Pre-registration
 - C. Funnel information to arrangement committees
 - D. Develop schedule form
 - E. Schedule workers
 - F. Name tags
 - G. Well versed on arrangement, tours and program plans
 - H. Make tickets for tours, workshops, meals, etc.
 - I. Arrange to collect tickets
 - J. Door prizes

5. Hospitality

- A. Dress
- B. Hostess
- C. Welcome bags (including special gift from district)
- D. Hospitality hour
- E. Commutate registration/program committees and total membership

6. Decorations and Meal Arrangements

- A. Budget
- B. Theme
- C. Menu for meals
- D. Decorations for meals, mainly table arrangements
- E. Timing for set up
- F. Corsages and/or appreciation mementos
- G. Head table centerpieces
- H. Communicates with arrangements, hospitality and program committees

7. Publicity

- A. Pictures – new officers and award winners
- B. Develop news release for distribution (state wide and for District hostesses' county use)
- C. Contact news media (host area)
- D. Schedule on-spot coverage
- E. Take pictures – highlight activities
- F. Commutate with program committee

Appendix II - SUGGESTED COMMITTEES – OPTION 2

3 tiers of committees with members serving on at least one committee in each tier

Tier 1

- **Ways & Means**
Committee manages the finances related to the conference; Tasks include handling income and expenses and reports to membership
- **Marketing**
Committee develops marketing materials, (including save the date, conference invitation and skit), and display and sends updates to web master; Coordinates first-timers lunch and compiles information for Family Activity Packet
- **Programming**
Committee coordinates preconference workshop(s), educational sessions, including workshops on the move and other enhancement ideas (round table discussions or networking activities)

Tier 2

- **Food and Facility**
Committee collects food/facility needs from other committees and makes necessary arrangements and continuous contact with the sites representative before, during and after conference.
- **Registration**
Committee organizes and sends out registration, coordinates check-in, name badges and bags; Provides enrollment/registration numbers to other committees regularly
- **Sponsorship**
Committee solicits, and coordinates exhibits; secures sponsors; and secures door prizes; Follows up with recognition and appreciation; Coordinates with and provides updates to Ways & Means committee

Tier 3

- **Decorations/Hospitality**
Committee coordinates decorations and signage for the event including welcome area, stage, main event rooms, banquet, and other meeting rooms; Establishes location, inventory, and time for hospitality opportunities
- **Friendship Event/Evening Entertainment**
Committee plans and executes activities, meal and transportation for Friendship Event on first night of Conference; Plans optional activities for other evenings of the conference; Communicates with decoration committee on needs
- **Key Notes**
Committee selects and secures Key Note Speakers and makes contract arrangements and follows through with contact and needs; Coordinates presentation introduction and appreciation gift

Appendix III – DETAILED TIMELINE

In preparation for the conference, the timeline suggestions below can serve as benchmarks to ensure adequate progress is being made to be well-prepared for the conference hosting responsibilities. Remember to keep DEA and RPL involved and informed throughout the process, and that final agenda approval must also be given by Administration.

Two Years Prior To Conference

- Identify and appoint person to run for 2nd Vice President of TEAFCS
- Review committee lists/responsibilities. Suggested committees are included in this handbook; however the host district may add or combine committees as needed
- Secure committee chairs and co-chairs as well as members for each committee
- Establish a Steering/Executive Committee to include the chairs and co-chairs of each sub-committee and led by the TEAFCS 2nd Vice President
- Determine possible meeting schedules for committees to develop preliminary plans and cost estimates
- Begin fundraising efforts, if appropriate
- Identify ideal location in the district where the conference can occur, comfortably accommodating expected attendance (Find out how many have attended the last few conferences from the state board)

Eighteen Months Prior To Conference

- Finalize the site and date for the conference
- Develop specific conference objectives
- Determine a theme for the conference
- Meet with officials of the host site/city such as Chamber Director and/or Visitors Bureau to determine requirements and benefits of hosting in that city; narrow down possible host hotel as well as one or two overflow hotels
- Finalize committees, develop preliminary budget, develop basic outline of events for each subcommittee
- Identify sponsors and donors
- Submit draft agenda with objectives to Administration to ensure acceptability for professional development opportunity for employees

Twelve Months Prior to Conference

- Committees meet, finalize plans for specific events, and finalize budgets
- Issue formal invitations at TEAFCS Annual Conference (this is usually a verbal presentation with some type of “save the date” reminder card or token, given during the closing session of the conference)
- Send letters formally requesting sponsorships
- District Representative becomes official state Board member and 2nd Vice president

Six-Seven Months Prior to Conference

TEAFCS Conference Planning Handbook

- Present rough draft of the program agenda with objectives to TEAFCS Board during the Winter Board meeting. Once approved by the Board submit to Extension Administration for final approval as a professional development opportunity for employees
- Begin marketing conference to membership through a one or a combination of methods such as: posts on the TEAFCS website, information in Texas Extra, posts on social media, and e-mail blasts, providing information about the conference and recruiting attendance

Three Months Prior to Conference

- Collect Sponsorship monies
- Finalize registration packet and final program to be presented to TEAFCS Spring Board
- Post registration information on TEAFCS website and send with TEAFCS newsletter
- Work with local chamber of commerce to provide maps, lists of restaurants, historic and cultural sites, collect any other items that can be added to welcome bags for participants.

One Month Prior to Conference

- Require final registration due
- Require hotel reservations completed
- Finalize plans hospitality for conference
- Final confirmation of speakers

Week prior to conference

- Make final checks with speakers, vendors, exhibitors
- Send reminders to attendees including any changes in the schedule, weather related information, potential travel issues, etc.

During conference

- District members serve as hosts for activities, keeping attendees informed, involved and feeling welcomed

One month after conference

- Prepare profit and loss statement and send to TEAFCS Executive Board
- Review evaluation and prepare suggestions for next host district
- Send thank you notes to sponsors vendors and speakers

Appendix IV – CONDENSED TIMELINE

TEAFCS State Meeting - Timeline 2 Year Plan

Most districts have about 18 months – 2 years to plan for the State meeting. Adjust fundraising and confirming of dates and locations to meet your needs – the earlier the better. Include DEA and RPL in discussions, seek agenda approval from Administration.

1st Year

- August: Elect your representative
Solicit volunteers for steering committee
- September: Pass out committee lists/responsibilities to secure committee members
- October-December: Committees meet to set date, develop objectives and meeting with local Chamber Director
- February-April: Finalize committees, develop preliminary budget, develop basic outline of events for each committee
- April: Finance committee identified sponsors and donors
- May-July: Committees meet, begin to plan for specific events, finalize budget
Seek draft agenda approval from Administration

2nd Year

- August: Initiate fundraising activities
- Sept.-Nov.: Finalize plans for agenda – steering committee meet
Contact State President for details to include on agenda
- December: Present draft program to TEAFCS at Winter Board
- January-March: Finalize registration packet
Final program
Seek final agenda approval from Administration
Discuss details with State President
- March-April: Invite administration to State Meeting – verbal/email
Share agenda with Administration
- April: Review details with State President
- May: Present finalized packet at Spring Board Meeting
Submit registration information to Texas Extra Editor
- June-July: Keep State President informed on potential changes to agenda
Have early bird registration due in June
- July: State Meeting
Pass any information to incoming 2nd Vice President
- August/Sept: Send Profit and loss statement to TEAFCS Executive Board

Appendix V – SAMPLE REGISTRATION FORM

Conference Theme Title
 Annual Conference REGISTRATION SAMPLE
 Texas Extension Association of Family & Consumer Sciences
 Location, Date

Name: Last, First (As you prefer it to appear on your badge) County District

Mailing Address: Number & Street City Zip Code

Please Check all Appropriate Boxes:

- Agent
 Past TEAFCS President
 Retired Agent
 Administration
 District Extension Administrator
 Regional Program Director
 County Extension Director
 Guest # _____

Yes, I have special dietary concerns/needs. _____
 _____ (We will do our best to accommodate your needs).

This is my first TEAFCS state meeting, and I plan to attend the First Timer’s Luncheon

Registration Information

A. PRE-CONFERENCE WORKSHOP: (Pre-registration is required for these optional workshops.)

B. REGISTRATION: Pre-registration guarantees your attendance at the concurrent sessions, tours, and meals listed below. Please check one:

| | Postmarked by Date | Postmarked by Date | Postmarked by Date |
|----------------|-------------------------------|-------------------------------|-------------------------------|
| Entire meeting | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost |
| Tuesday only | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost |
| Wednesday only | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost |
| Thursday only | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost | <input type="checkbox"/> Cost |

C. EXAMPLE OF ADDITIONAL TICKETS FOR GUEST(S): (not registered for the conference)

| | | | |
|-----------|------|-------|----------------------|
| Tuesday | Date | Event | _____ x cost = _____ |
| Wednesday | Date | Event | _____ x cost = _____ |
| Wednesday | Date | Event | _____ X cost = _____ |
| Wednesday | Date | Event | _____ x cost = _____ |
| Wednesday | Date | Event | _____ x cost = _____ |
| Thursday | Date | Event | _____ x cost = _____ |

Sub-total (C): \$ _____

REGISTRATION FEES: TOTAL AMOUNT ENCLOSED: \$ _____

Make checks payable to: List how you want your checks made out and sent to whom with deadline.

Appendix VI- EVALUATION SAMPLE

TEAFCS Annual Conference

Please rate the following points on a scale from 1 (one) to 5 (five), where 1 is the lowest/least favorable rating and 5 is the highest/most favorable rating.

1. Professional relevance to you of the subject matter covered during the general session.
1 2 3 4 5
2. How would you rate the presenter for _____?
1 2 3 4 5
3. How would you rate the presenter for _____?
1 2 3 4 5
4. Overall quality of the Workshop (On-the-Move) content and speakers that you attended
Workshop attended (circle one) A. B. C. D.
1 2 3 4 5
5. How would you rate the presenter for _____?
1 2 3 4 5
6. Overall quality of the conference.
1 2 3 4 5
7. The time allotted to each of the presenters was adequate.
1 2 3 4 5
8. The length of the conference was sufficient to gain knowledge.
1 2 3 4 5
9. Value of the conference to you in your professional work
1 2 3 4 5
10. Did the exhibitors provide valuable information that benefitted your program?
1 2 3 4 5
11. Workshop information or skills I will use at work:

12. What subject/topics would you like to see addressed at future conferences?

13. What as the most beneficial part of the conference?

14. General Comments

Sponsorship Request

On behalf of the District # Texas Extension Association of Family and Consumer Sciences (D#TEAFCS), I am requesting your support for our (year) annual professional state conference. TEAFCS is a professional association comprised of County Extension Agents who are employed by the Texas A&M AgriLife Extension Service. Our mission is to create high quality, relevant continuing education that is science-based and encourages lasting and effective change in the areas of Health, Wellness, Food and Nutrition, and Family and Youth Development. Each year, the state conference is held in a different location in Texas. The (year) conference will be held in City, Texas on July Days, Year. Our conference theme is:

“Theme/Title to Annual Conference”

We are seeking sponsors to help offset the cost of conference expenses. Resources are needed to ensure appropriate meeting space, secure strong presenters and make the conference an enjoyable experience for everyone. All Platinum, Gold, Silver and Bronze sponsors will have the option of exhibiting free of charge at the conference. All sponsors are asked to donate 2 door prizes. The levels of sponsorship are as follows:

Platinum - \$1,000

Gold - \$750.00

Silver - \$500.00

Bronze - \$250.00

Other – Some companies might like to provide marketing/ promotional items that could be inserted into registration packets. We are planning for 200 conference attendees.

Companies also have the option of donating door prizes.

TEAFCS is a 501(c) 4 organization, therefore, your gift is not tax deductible as a donation; however, your sponsorship can be counted as advertising costs.

On behalf of the District # Texas Extension Association Family & Consumer Sciences members, I thank you for your consideration and support. If you have any questions regarding this request, please contact me.

Sincerely,

Name/Agent

____ County Extension Agent - Family and Community Health

Year TEAFCS Conference Fundraising Chair

Phone # | Email



(Year) TEAFCS State Conference Sponsorship Levels

Platinum - \$1,000 - Platinum sponsors will receive priority recognition in all publicity materials and be featured in all printed materials. Platinum sponsors will have a chance to address the attendees during the welcome portion of the program, will be recognized periodically throughout the conference and will receive 2 complimentary tickets to the Awards Banquet.

Gold - \$750.00 – Gold sponsors will receive recognition in all publicity materials and be listed in all printed materials. Gold sponsors will be recognized periodically throughout the conference and will receive 2 complimentary tickets to the Awards Banquet.

Silver - \$500.00 – Silver sponsors will receive recognition in all publicity materials and be listed in the conference program. Silver sponsors will be recognized periodically throughout the conference.

Bronze - \$250.00 – Bronze sponsors will receive recognition in all publicity materials and be listed in the conference program.

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Sponsor Level:

Platinum Gold Silver Bronze Other

Please complete this form and return via mail, fax or email at your earliest convenience. Upon receipt of this form, an invoice will be generated and returned to you with payment instructions.

Mail: Year TEAFCS Conference
 C/O Name/Agent
 Address
 City, TX Zip code

Fax:

Email:

Appendix VIII- SPONSORSHIP INVOICE SAMPLE

Texas Extension Association Family & Consumer Sciences

INVOICE

Number 009

Name
Address
City, TX, Zip code

DATE: MONTH, DAY, YEAR

TO:

FOR: CONFERENCE SPONSOR
YEAR TEAFCS Conference

| DESCRIPTION | AMOUNT |
|---|--------|
| <p>Texas Extension Association Family & Consumer Sciences members implements health and wellness, nutrition, financial management, parenting, and child development programs across the state of Texas. This donation will assist with implementing the Year annual professional state conference.</p> | |
| TOTAL | |

*Make your check payable to **District # TEAFCS** and on the memo line write **Year TEAFCS Conference**

If you have any questions concerning this invoice, contact **Name/Agent**, CEA-FCH via phone at **Phone #** or email: _____

Appendix IX – ROTATION SCHEDULE

TEAFCS State Conference Hosting Rotation

| | | |
|------|-------------|--|
| 2012 | District 7 | Horseshoe Bay |
| 2013 | District 12 | South Padre |
| 2014 | District 9 | Bryan |
| 2015 | District 11 | Brenham |
| 2016 | District 2 | Lubbock |
| 2017 | District 8 | Round Rock |
| 2018 | District 6 | San Antonio (in conjunction with NEAFCS) |
| 2019 | District 4 | McKinney |
| 2020 | District 1 | Amarillo |
| 2021 | District 5 | Tyler |
| 2022 | District 3 | |
| 2023 | District 10 | |
| 2024 | District 7 | |
| 2025 | District 12 | |
| 2026 | District 9 | |
| 2027 | District 11 | |
| 2028 | District 2 | |
| 2029 | District 8 | |
| 2030 | District 6 | |
| 2031 | District 4 | |
| 2032 | District 1 | |
| 2033 | District 5 | |
| 2034 | District 3 | |
| 2035 | District 10 | |