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| Topic | External Support Groups |
| Audience | CEAs, CEDs, DEAs, and ESGs |
| Funding Source | External Support Groups |
| Heading | External Support Groups |
| Document # | 100003 |
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External Support Groups

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| External Groups: | Entities that provide educational programming and outreach to clientele in support of AgriLife Extension activities. These groups operate and manage their own day to day business. They are accountable for their own bylaws, officers, procedures, tax status, financial management, etc. |
| Examples: | Program Area Committees Master Volunteers (i.e. Gardner, Naturalist, Marketer, Wellness) Youth Boards 4-H Clubs Leadership Advisory Boards (LABs) |
| Financial Management: | Funds and physical property are <u>not</u> the property of AgriLife Extension. They are received and held by the external support group. The use of these funds and physical property is the responsibility of the external support group through the officers elected by the group. |
| Relationship: | Because of AgriLife Extension's working relationship with these external groups, it is in the best interest of AgriLife Extension and its employees to provide guidance to these groups as it pertains to best practices for financial resource management. |
| AgriLife Employee Responsibilities: | AgriLife Extension employees may work closely with these groups and are often directly involved in supporting these groups, but do not control or manage the funds of these groups. |

Additional Detail on AgriLife Employee Responsibilities

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| County Extension Agents (CEAs): | Request that each of their External Support Groups (ESGs) complete form A-8 "Annual Review of Support Group Fund." The CEA will submit the completed forms to their CED/DEA. This form should be collected from each ESG annually, even if the ESG doesn't have a bank account. |
| County Extension Directors (CEDs) / District Extension Administrators (DEAs): | Review and file form A-8 "Annual Review of Support Group Fund" annually. |

Resources

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| Form A-8 - Annual Review of Support Group Fund | http://agrilifeas.tamu.edu/documents/a-8.pdf |
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