



# COUNTY AITC ORGANIZATION

## **County AITC Coordinators and Committees**

- List is generated by the county Farm Bureau (FB) Board of Directors and sent into WFBF in the fall with other committee assignments. Names can be added during the year- send changes to Wisconsin AITC so they are put on the database.
- Can be made up of Farm Bureau members, teachers, commodity and promotional groups and anyone interested in AITC
- County coordinator is the primary contact for the Wisconsin AITC program. A county can have two coordinators if needed.

### Coordinator's responsibilities:

1. Submit the County AITC Report by July 1
2. Work with county Farm Bureau in regard to budget, reports to Board of Directors, and conveying information to other committee members, Farm Bureau members and teachers.
3. Organize 2-4 (will vary from county to county) AITC committee planning meetings each year
4. Communicate with the county essay contest coordinator to coordinate promotion of the contest.

### Committee's responsibilities:

1. Attend AITC committee planning meetings
2. Assist with various AITC activities
3. Help develop teacher database and communications

## **Coordinating Information, Budgets & Activities with the County FB**

- Communicate with county AITC coordinator and committee about budget, reporting on activities, support of activities and communications schedule
  - i. How to get items into newsletter and what to do with AITC mailings that come from Wisconsin AITC
  - ii. What is the budget for AITC? How can the committee utilize the funds? Are there forms that need to be filled out for reimbursement or how are funds distributed?
- Are monthly, quarterly or annual reports needed by the Board of Directors? Or attendance at Board or annual meetings?
- Can AITC be featured at annual meeting by a display, items in program book, activity or other ways?
- If there is a county Soybean Science Kit, does the county support stocking and refilling the kit as teachers use it? Communicate with the county essay coordinator to promote the contest and their activities.
- Coordinate inventory and distribution of county supported AITC materials with the AITC coordinator and committee. Is there storage available at the county office? If teachers request items, how is that handled? If there are items that can be checked out, how is that handled?