

Document A: includes volunteers and paraprofessionals included under major programs Highlighted areas are instructions for completing the document, not to be included in final document.

EXTENSION DOCUMENTATION

Role Assignment in Extension (include major programs)

Extension 95%

- 1.
- 2.
- 3.

Service 5%

Major Programs

Prepare separate table for each major program

Major Program 1: Include title	2010	2009	2008	2007	2006	2005	Total
No. activities developed*							
(No. participants)							
No. activities taught**							
(No. participants)							
No. activities organized/facilitated***							
(No. participants)							
No. volunteer activities ****							
(No. participants)							
No. paraprofessional activities *****							
(No. participants)							
Total number of activities							
Total number of participants							

*Activity developed = intellectual ownership

**Activity taught = instruction delivery

***Activity organized/facilitated = design and logistics

****Activity by volunteers trained and supervised by agent

*****Activity by paraprofessionals under agent’s direction (program assistants, interns, etc.)

Activities (from 2005-2010):	No. presentations	No. participants
TOTAL		

Narrative or description of specific events, outcomes and impacts:

-
-

Program Adoption

Educational material adopted:	Year(s)	Counties	States

Narrative or description of specific events, outcomes and impacts:

-
-

Evaluation and Assessment of Extension

Summarize evaluations for each major program. The expectation is that at least two events each year will be evaluated with at least one peer evaluation and one client-based evaluation.

Table: Summary of Evaluation by Peers and Clients

Events evaluated include:

	2010		2009		2008		2007		2006		2005	
	Client Eval.	Peer Eval.	Client Eval.	Peer Eval.	Client Eval.	Peer Eval.	Client Eval.	Peer Eval.	Client Eval.	Peer Eval.	Client Eval.	Peer Eval.
Presentation Content												
Instructor Effectiveness												
# of Events Evaluated												
# of Responses												

Evaluations are based on a score of 1 – 5 with 1 = “poor”, 2 = “fair”, 3 = “good”, 4 = “very good”, and 5 = “exceptional”.

Assessment of County Needs and Issues

Include a short paragraph to summarize needs assessments conducted as part of the program planning process. Items such as planning surveys, stakeholder/clientele input, community needs assessments, input from partnering agencies, advisory council input, or other focus group input can be described.

SCHOLARSHIP AND CREATIVE ACCOMPLISHMENTS IN EXTENSION

Books

Book Chapters

Refereed Journal Articles

Abstracts

Proceedings

Scholarly Presentations

International

National and Regional

State and Local

Educational Materials Produced – Peer Reviewed

Curriculum materials

Handbooks or instruction manuals

Chapters in Handbooks or Instruction Manuals

Fact sheets

Field guides

Web sites

Multi-media material (CDs, etc.)

Slide/PowerPoint presentations

Educational Materials Produced – Not Peer Reviewed

Curriculum materials

Handbooks or instruction manuals

Chapters in Handbooks or Instruction Manuals

Fact sheets

Field guides

Web sites

Multi-media material (CDs, etc.)

Slide/PowerPoint presentations

Newspaper Articles

Year	Newspaper	Circulation	No. of articles written *	No. of articles as reference source **	No. articles marketing program
TOTAL S		-----			

* Authored by agent

** Interviewed or provided materials for article

Television and Radio

Television

Year	Station	Topic	Shows	Viewers per show

Radio

Year	Station	Topic	Shows	Listeners per show

Newsletters Produced and Disseminated

Year	No. of newsletter issues	Circulation	No. of articles written*	No. of articles adapted **
TOTALS		- - -		

* Written = author

** Adapted = information came from another source

Applied Research Trials

Demonstration Plots

Impact Studies

Creative Accomplishments

Contracts and Grants

External Funding (include funded, pending, submitted but not funded)

Year	Source	Agent role	Status	Dollar amount

Narrative or description of impacts and outcomes:

Internal Funding (include funded, pending, submitted but not funded)

	Source	Agent role	Status	Dollar amount

Narrative or description of impacts and outcomes:

In Kind Contributions

	Source	Contribution	Dollar value
		TOTAL	

Narrative or description of impacts and outcomes:

- Total value of external grants funded
- Total value of internal grants funded
- Total value of in-kind contributions received
- TOTAL**
- Total value of pending
- Total value of unfunded

Awards and Honors for Extension

International

National and Regional

State and Local

Other