**Note: red is for instruction or to update with your own information. Remove all red from final document.**

**EXTENSION DOCUMENTATION**

**Role Statement Assignments:**

Extension XX%

Service XX%

My Extension assignment is divided amongst the following Major Programs:

**Major Program 1:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Annual Contacts within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major Program** | | | | | | | |
| **Activity Type** | **2012** | **2011** | **2010** | **2009** | **2008** | **2007** | **Total** |
| **No. activities developed1** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. activities taught2** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. activities organized/facilitated3** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. volunteer activities 4** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. paraprofessional activities 5** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **Total number of activities** |  |  |  |  |  |  |  |
| **Total number of participants** |  |  |  |  |  |  |  |
| **1**Activity developed = intellectual ownership  **2**Activity taught = instruction delivery  **3**Activity organized/facilitated = design and logistics  **4**Activity by volunteers trained and supervised by agent  **5**Activity by paraprofessionals under agent’s direction (program assistants, interns, etc.) | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Activities and Events for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Major Program | | | | | | | |
| Activity or Event | **2012** | **2011** | **2010** | **2009** | **2008** | **2007** | **Total** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total Activities and Events |  |  |  |  |  |  |  |
|  | | | | | | | |

**Impact narrative or description of specific events, outcomes and impacts for \_\_\_\_\_\_\_\_\_\_\_\_ Major Program: Use narrative to provide details and impacts about activities or events within Major Program.**

**Program Adoption:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational material/ programs adopted** | **Year(s)** | **Counties** | **States** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Narrative or description of specific events, impacts, and accomplishments listed in the Program Adoption table for \_\_\_\_\_\_\_\_\_\_\_\_ Major Program:**

**Major Program 2:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Annual Contacts within the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major Program** | | | | | | | |
| **Activity Type** | **2012** | **2011** | **2010** | **2009** | **2008** | **2007** | **Total** |
| **No. activities developed1** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. activities taught2** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. activities organized/facilitated3** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. volunteer activities 4** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **No. paraprofessional activities 5** |  |  |  |  |  |  |  |
| **(No. participants)** |  |  |  |  |  |  |  |
| **Total number of activities** |  |  |  |  |  |  |  |
| **Total number of participants** |  |  |  |  |  |  |  |
| **1**Activity developed = intellectual ownership  **2**Activity taught = instruction delivery  **3**Activity organized/facilitated = design and logistics  **4**Activity by volunteers trained and supervised by agent  **5**Activity by paraprofessionals under agent’s direction (program assistants, interns, etc.) | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Activities and Events for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major Program: | | | | | | | |
| Activities and Events | **2012** | **2011** | **2010** | **2009** | **2008** | **2007** | **Total** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total Activities and Events |  |  |  |  |  |  |  |
|  | | | | | | | |

**Impact narrative or description of specific events, outcomes and impacts for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major Program: Use narrative to provide details and impacts about activities or events within Major Program.**

**Program Adoption:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational material/ programs adopted** | **Year(s)** | **Counties** | **States** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Narrative or description of specific events, impacts, and accomplishments listed in the Program Adoption table for \_\_\_\_\_\_\_\_\_\_\_\_ Major Program:**

**Repeat the Summary of Annual Contacts table, the Summary of Activities and Events table, the Impact narrative and the Program Adoption table as needed for each additional Major Program.**

**EVALUATION OF EXTENSION ACTIVITIES**

**Enter averages of presentation content and instructor effectiveness for all evaluations in the appropriate cells below.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **2013** | | **2012** | | **2011** | | **2010** | | **2009** | | **2008** | |
|  | | **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** | |  |  |  |  |  |  |  |  |  |  |  |  |
| **No. of Events**  **Evaluated** | |  |  |  |  |  |  |  |  |  |  |  |  |
| **No. of Responses** | |  |  |  |  |  |  |  |  |  |  |  |  |

**A bar graph generated from the data above could be inserted here.**

**As an alternative presentation, use the chart below**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation by Peers and Clients\*** | | | | | | |
| **Year** | **Event (Date)** | **Response Number** | **Peer** | **Client** | **Overall Presentation Content** | **Overall Instructor Effectiveness** |
| **2011** |  |  |  |  |  |  |
| **2011** |  |  |  |  |  |  |
| **2011** |  |  |  |  |  |  |
| **2011** |  |  |  |  |  |  |
| **2011 Annual Average** | | | | |  |  |
| **2010** |  |  |  |  |  |  |
| **2010** |  |  |  |  |  |  |
| **2010** |  |  |  |  |  |  |
| **2010** |  |  |  |  |  |  |
| **2010** |  |  |  |  |  |  |
| **2010 Annual Average** | | | | |  |  |
| **2009** |  |  |  |  |  |  |
| **2009** |  |  |  |  |  |  |
| **2009** |  |  |  |  |  |  |
| **2009 Annual Average** | | | | |  |  |
| **2008** |  |  |  |  |  |  |
| **2008** |  |  |  |  |  |  |
| **2008** |  |  |  |  |  |  |
| **2008** |  |  |  |  |  |  |
| **2008 Annual Average** | | | | |  |  |
| **Cumulative Average from 2008 to Present** | | | | |  |  |
| \*Based on a scale from 1 to 5, with 1 being poor and 5 being excellent. | | | | | | |

**ASSESSMENT OF COUNTY NEEDS AND ISSUES**

**SCHOLARSHIP AND CREATIVE WORKS**

**Books (include submitted, accepted, revise/resubmit, in press)**

**Book Chapters (include submitted, accepted, revise/resubmit, in press)**

**Refereed Journal Articles (include submitted, accepted, revise/resubmit, in press)**

**Refereed Journal Articles – In preparation**

|  |
| --- |
| **Summary of refereed journal articles from (include dates) 20\_\_ to 20\_\_** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Year** | **Role** | **Program Area** | **Subject** | **Publisher** | **Web access** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

**Presentations at Professional Meetings**

***International, National and Regional***

***State and Local***

**Peer Reviewed Extension Materials**

***Manuals/Teaching Guides***

***Fact Sheets***

***Bulletins***

***Field Guides***

***Interactive Web Sites***

***Computer Programs, Simulations, and Data Bases***

***Electronic Media***

***Creative Works***

**Non-peer Reviewed Educational Materials**

***Manuals/Teaching Guides***

***Fact Sheets***

***Bulletins***

***Field Guides***

***Interactive Web Sites***

***Computer Programs, Simulations, and Data Bases***

***Electronic Media***

***Creative Works***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary of Newspaper Articles** | | | | | |
| **Year** | **Newspaper** | **Circulation** | **No. articles**  **written\*** | **No. articles as reference source†** | **No. articles marketing program** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |
| \* Authored by agent  † Used as a source for article | | | | | |

**Television and Radio**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Television Appearances** | | | | |
| **Year** | **Station** | **Topic** | **Shows** | **Viewers per show** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary of Radio Shows or Interviews** | | | | | |
| **Year** | **Station** | **Topic** | **Shows or Interviews** | **Number of Stations** | **Listeners per show** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of Newsletters Produced and Disseminated** | | | |
| **Year** | **No. of Newsletter Issues** | **Circulation** | **No. of Articles**  **Authored** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTALS** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of E-Newsletters Produced and Disseminated** | | | |
| **Year** | **No. of Newsletter Issues** | **Circulation** | **No. of Articles**  **Authored** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTALS** |  |  |  |

**CONTRACTS AND GRANTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **External Funding (Include funded, pending, submitted but not funded. Round to nearest dollar.)** | | | | |
| **Year** | **Source** | **Agent role** | **Status** | **Amount ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | | |

**Narrative or description of impacts and outcomes of external funds:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internal Funding (Include funded, pending, submitted but not funded. Round to nearest dollar.)** | | | | |
| **Year** | **Source** | **Agent role** | **Status** | **Dollar amount ($)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | | |  |

**Narrative or description of impacts and outcomes of internal funds:**

|  |  |  |  |
| --- | --- | --- | --- |
| **In Kind Contributions (Round to nearest dollar.)** | | | |
| **Year** | **Source** | **Contribution** | **Dollar Value ($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | | **$\_\_\_\_\_\_\_** |

**Narrative or description of impacts and outcomes of in-kind contributions:**

|  |  |
| --- | --- |
| **Summary of Grants and In-kind Contributions Funding (Round to nearest dollar.)** | |
| **Funding Source** | **Amount ($)** |
| Total value of external grants funded |  |
| Total value of internal grants funded |  |
| Total value of in-kind contributions received |  |
| ***Total*** |  |
| Total value of pending grants |  |
| Total value of unfunded grants**\*** |  |
|  | |

**AWARDS AND HONORS**

|  |  |
| --- | --- |
| **National and Regional Awards and Honors** | |
| **Year** | **Award** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **State and Local Awards and Honors** | |
| **Year** | **Award** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |