

## Appendix E – Participation Reporting

### INSTRUCTIONS FOR COMPLETING EXTENSION PARTICIPATION REPORTS - Excel

These instructions are for completing the Extension Participation Reports using an Excel spreadsheet. Data will automatically be totaled. Data submitted is for all educational meetings, programs, individual contacts, and office visits in which you organized the educational effort, presented a program or educational information. If you did not have a role in planning or presenting and only attended the meeting as an educational experience for yourself, it does not count. This form is used to collect participation data on the delivery of Extension educational programs.

1. Extension participation reports are to be completed at least monthly. More frequently is preferred.
2. Date refers to the date of the meeting or face-to-face contact.
3. Event or activity is the name of the program or activity. If you are conducting a number of the same programs with different audiences or at different sites, also indicate some identifying information. i.e. Bridgeville Food Safety; Dublin Hill 4-H.
4. Program number is the number of the program under the goals of the plan of work. Please include the number in the column
  - Program 1. An Agriculture System that is Highly Competitive in the Global Economy
  - Program 2. A Safe and Secure Food and Fiber System
  - Program 3. A Healthy Well Nourished Population
  - Program 4. An Agricultural System that Protects Natural Resources and the Environment
  - Program 5. Enhanced Economic Opportunity and Quality of Life for Americans
5. The next columns identify the ethnic and racial makeup of the audience. Identify the number of participants for each category
6. The next column is total the number of participants.
7. Complete the gender columns with the gender of your audience. Identify the number of participants of each gender.
8. Location designates whether a program audience was conducted in a single county, state or out-of-state. Use N for New Castle; K for Kent; S for Sussex; DE for statewide effort and O for out-of-state presentation.
9. This form should be kept in the individual's civil rights files as well as a departmental civil rights file for periodic review by State Civil Rights Administrator, supervisors and eventual review by federal authorities. Reports should be file by federal fiscal year, October 1-September 30.



## **INSTRUCTIONS FOR COMPLETING EXTENSION PARTICIPATION REPORTS - web form**

These instructions are for completing the Extension Participation Reports using the web-based system. Data submitted is for all educational meetings, programs, individual contacts, and office visits in which you organized the educational effort, presented a program or educational information. If you did not have a role in planning or presenting and only attended the meeting as an educational experience for yourself, do not count this. This form is used to collect participation data on the delivery of Extension educational programs.

1. Extension participation reports are to be completed at least monthly. More frequently is preferred.
2. Date refers to the date of the meeting or face-to-face contact.
3. Event/Activity/Face-to-Face Contact – refers to the title of the program or event or type in “Face to Face.” Event or activity is the name of the program. If you are conducting a number of the same programs with different audiences or at different sites, also indicate some identifying information. i.e. Bridgeville Food Safety; Dublin Hill 4-H.
4. Program number is the number of the program under the five planned programs of the plan of work. Please include numbers and names of all programs in POW by using the drop down. Your choices are as follows:

Program 1. An Agriculture System that is Highly Competitive in the Global Economy

Program 2. A Safe and Secure Food and Fiber System

Program 3. A Healthy Well Nourished Population

Program 4. An Agricultural System that Protects Natural Resources and the Environment

Program 5. Enhanced Economic Opportunity and Quality of Life for Americans

5. The next sections document the racial makeup of the audience.
6. Complete the gender columns with the gender of your audience.
7. Submit this form electronically to <http://ag.udel.edu/forms/extension/participation.php>. Keep a copy for your file. Reports should be file by federal fiscal year, October 1-September 30.
8. These documents are kept on the CANR server and are tallied for federal reporting purposes.