

Program and Reporting Calendar

April 15, 2005	All Reasonable Effort documentation due.
July 2005	Reorganize County Extension Council; add new members; recognize outgoing members. Work with county judge to make sure the membership continues to be one-third (1/3) appointed by the judge.
July 2005	Staff chair with paraprofessional staff conduct semi-annual program/reporting audit. <ul style="list-style-type: none"> • Review monthly checklist with attached documentation. • Review the random itinerary audit and observation visit audit notes for each paraprofessional. • Review the weekly office conference notes. • Review training provided. Documentation in writing to the district director that the bi-annual audits have been completed and indicate results by July 29, 2005.
July - September 2005	Meet with program/issue subcommittees to determine priority issues for FY06.
August 2, 2005	Send list of current County Extension Council members to district director. (<i>Template AFFACT-04 - County Extension Council ML (membership list)</i>).
October 3, 2005 October 6, 2005 October 14, 2005	The following reports are due to the district director: <ul style="list-style-type: none"> • FY05 Civil Rights Report (include success stories). This will be on the Intranet under the Civil Rights section. • ES 237 - 4-H Blue Ribbon Report. • FY05 Individual Plan of Work (IPOW) results and impact completed in AIMS. Required of all agents. Attach at least one impact for each program reported in AIMS. • FY05 Individual Performance Narratives in AIMS for FY05. • FY06 Individual Plans of Work (IPOW) are due electronically to the district director by October 14, 2005. Staff Chairs must approve agents' IPOWs that they supervise.
October 1, 2005	Work with each paraprofessional to develop a 6- or 12-month Plan of Action. Complete by October 1, 2005.
October - December 2005	County Program Reviews and performance appraisal conferences.
October - November 2005	County Impact Statements due to LRSO (print on demand).
Annually	Conduct interpretive event for quorum court and others. Let district staff know the date of your interpretive event.
All Year	Involve County Extension Council and program/issue committees in program implementation.