

# Reporting Accomplishments – Annual Meeting

## Program/Issue Committee's Annual Report

The purpose of this work sheet is to aid your committee in preparing a report of its accomplishments during the year.

There are several program/issue committees operating throughout the year, each working independently of the others. The advantages of committee annual reports are these:

- Helps the committee to realize all of its accomplishments that occurred over a period of months.
- Ties the accomplishments of all committees together...as one county Extension program.
- Provides a way for every program building committee member to see what the organization, as a whole, has achieved...and how much.
- Assists the County Extension Council to evaluate total program effort, to determine if additional programs or committees should be established and to set priorities for a new year.
- Helps others, not just the committee, to understand and appreciate the value of the Extension educational program.

## When a Report Should Be Prepared

Your committee should summarize its work and accomplishments prior to the scheduled **annual meeting** of the County Extension Council. It is usually near the end of the year but may occur at another time.

## What a Report Can Contain

- A brief (one to three paragraphs) statement describing the significance of the program area and its importance in the county.
- A list of major problems the committee was giving attention to.
- The goal(s) and objectives established to guide the committee in its work.
- A list of educational activities, result demonstrations or other projects. Identify the target audience and attendance at events that were held.
- Specific accomplishments the educational program has achieved. Identify results that are known at this time. These may be determined by observation or evaluation surveys.
- Names of all committee members.
- If available, briefly note the plans for next year.

## Some Ways a Report Can Be Presented

A written report should be submitted so that all committee reports can be assembled together and distributed at the annual meeting. A written report should be more detailed than the oral report given at the meeting. Ideas from which to choose an interesting and informative way to present an oral report during the meeting follow:

- The committee chairperson could give an oral presentation using a slide presentation of events or other visuals to go with the talk.

- A slide presentation or video of activities with recorded oral description.

This method could contain short reports of all committees. Committee chairperson could record the description. Or a professional, such as a radio station broadcaster, might voice the recording. Radio station personnel have equipment that could add appropriate musical background.

- Use posters or newsprint and display at the meeting location.
- Prepare a simple exhibit depicting activities.

This method gives opportunity to display commodities; for example, livestock and crop products, foods, 4-H projects, etc. Pictures of activities and result demonstrations are interesting. Posters could highlight accomplishments.

- Conduct live demonstrations.

This method offers several committee members an opportunity to participate. Usually, only one or two elements of the educational program are demonstrated as

an attention getter. Other parts of the program are displayed or discussed; for example, live cattle demonstration, farming equipment, home insulation, 4-H method demonstration, food preservation, beekeeping.

This method takes more planning but can be worth the effort. It's best to have this method as an informal part, either before or after the business meeting. Some demonstrations, such as the use of live animals, may need to be set up outside the meeting facility.

- Use videotape.

Extension or local sources have equipment to videotape scenes or activities depicting the program. This method brings action to reports. Include people as well as products and scenes.

- Use video cameras.

This method isn't too expensive and offers the advantage of live action at educational events. Narration could be live or tape-recorded.

Information in this publication has been adapted for Arkansas. Original materials were prepared by Mary G. Marshall and Burl B. Richardson, Extension Program Development Specialists, Texas Agricultural Extension Service.

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# ANNUAL MEETING

COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Report Outline

(Refer to “What a Report Can Contain” for Suggested Contents of  
Program Area Committee’s Annual Report.)

WHO WILL MAKE THE ORAL REPORT: \_\_\_\_\_

WHO WILL PREPARE THE WRITTEN REPORT: \_\_\_\_\_