2020 Program Year County Update Instructions

Guidelines:

 -Each county will only submit (1) report
 -All (4) Program Areas should be represented – 4-H, ANR, CED, FCS
 -Maximum of (2) Pages
 -All photos must have Alt Text for accessibility
 -Final document should be saved in PDF format and uploaded into AIMS

Downloading Template
Download your county's template from the Box Folder (log in required)
 https://uaex.app.box.com/folder/121166993809?s=sj2qcp345j9h42fp2ror9ucyc3n2lzoe

Open in Microsoft Word from your desktop (Online Word will not have all the features needed).

Make sure to click "enable editing" in the yellow bar towards the top of the page to start working in the template.
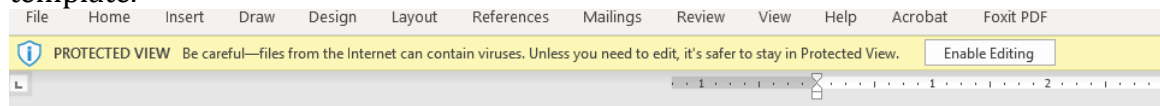
The template will only have a single page. To add the second page, complete the following steps:
-Click towards the bottom of the page.
-Go to the "Insert" toolbar and click "Page Break" (if you do not see it, it should be in the "pages" dropdown menu on the left).
-Copy and paste both the Header/border and the textbox onto the second page.
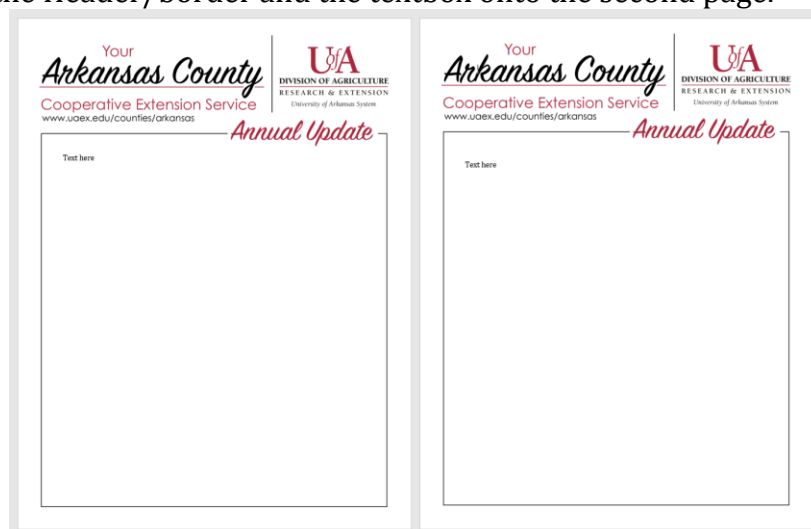
Inserting Content

All four program areas should be represented, so the following headers are recommended:
- 2020 (County Name) Extension Education Outreach
- (County Name) 4-H Program
- Agriculture & Natural Resources
- Community & Economic Development
- Family & Consumer Science

NOTE: The order of the program areas are not fixed, so rearrange as emphasis and space dictates.

Information to include under Extension Education Outreach header:
Total Educational Contacts
Total Volunteer Hours
Value of Volunteer Time (# hours X $27.20)

Information to include under each program area:
Total Educational Contacts
Program specific volunteer numbers (4-H/Master Gardeners/Extension Homemakers/
Key Figures for your County's program (please include or exclude data to best represent your
program efforts for the year)
4-H- 4-H Clubs, 4-H Volunteers
ANR- Farm/Site Visits, Demos, MG projects
CED- Jobs Created, Businesses Started, Community Projects Initiated
FCS- SNAP/EFNEP Contacts, Exercise classes held
Key Programs/Activities
Choose those examples that exemplify your programmatic efforts for this year
If there are key outcome figures, it is highly recommended to include them.
Will have to be very selective due to space
Examples: Creation of County Farmers Market, SNAP School Programs conducted in over
30 classrooms, 4-H Teen Leaders Program- 15 Teen Stars and 5 4-H Ambassadors, EHC
created over 500 masks for front line workers, Integrated Pest Management Program-
25 producers adopted and/or improved IPM practices

Inserting Photos

-Choose a couple high quality photos to include that shows your programs in action.

-To insert a photo, go to "Insert" then "Pictures" (if not seen, it will be under the "Illustrations" dropdown
menu).
**Don't worry about fixing the text at this point! Complete the next step, then see if you need to fix the
text alignment**

-Right click on the photo and change the wrap text selection to "in front of text" and then drag the photo to where it should be placed. Please note where text is once the photo is in place and rearrange text to not be underneath the photo.
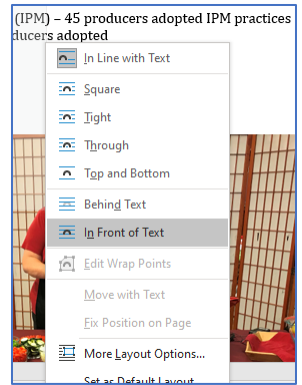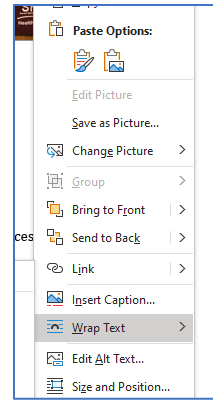
-Create Alt Text for each photo inserted for accessibility purposes.
  Right click on the photo and select "Edit Alt Text" and insert a description of the photo in the Alt Text box.
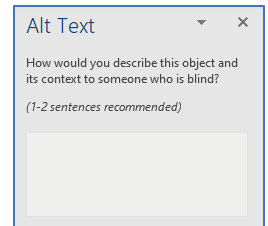
Uploading Finished County Update

-Before uploading, please review for spelling, grammar, punctuation, omissions, etc.

-Save the final version as a PDF.
  -Go to "Save As..." and change the File Type to "PDF".
  -Recommended file name format- ArkansasCounty2020Update

-Log into AIMS and go to "My Reporting."
-Next to any goal, click on "Impact."

Community & Economic Development

Goal 3 ⌄ **Public Policy**	Indicators	View Indicators	Impact	
Obj 4 ⌄ **Census**	Report	View Reports	Event	

-Click "Choose File" on the left and find your PDF file to upload. When you click "open" the file name should be visible on the left side of the page.
-Click "Upload/Replace" to upload your file into AIMS.
  Please be patient during the uploading process. Depending on user volume, internet speed, etc. it may take a few minutes before your file is completely uploaded.

County Impact
Choose File   No file chosen

Upload/ Replace

-When the file is successfully uploaded, the file name will now be on the right hand side of the page.

Please contact Diane Mashburn at dmashburn@uaex.edu, 501-671-2351, or through Zoom with any questions about the County Update Report.