2021 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)
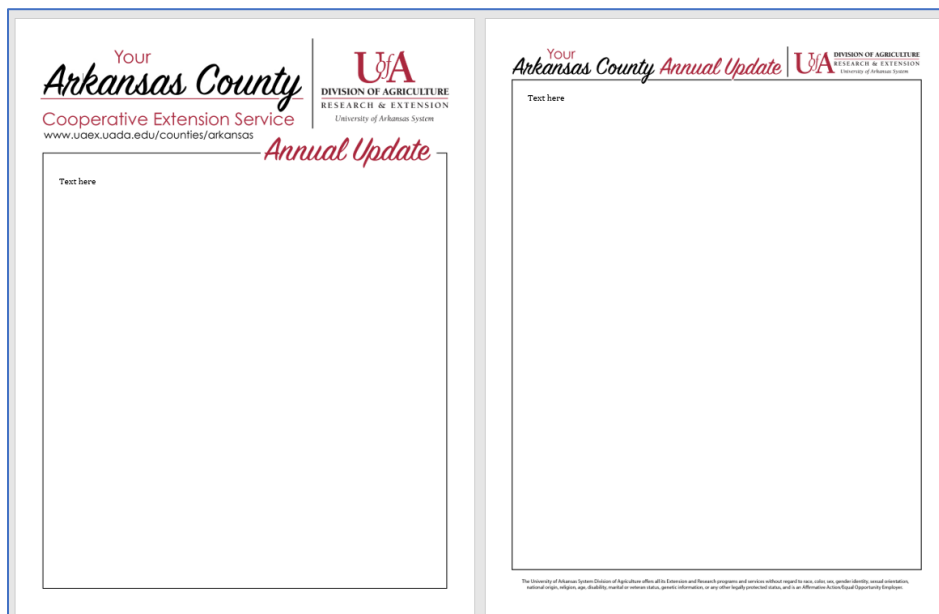https://app.box.com/s/k7juz6ikmzztnqbszs78byh4jncl9k3c

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.
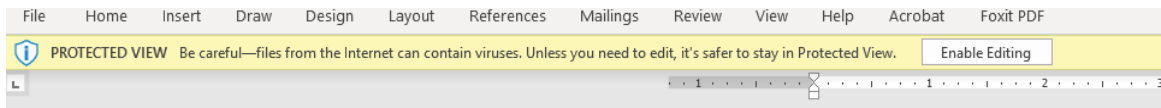
The 2021 template has two pages including a slimmer second page header and the EEO statement at the end.

Inserting Content

All four program areas should be represented, so the following headers are recommended:
- 2021 (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 $28.54)

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.
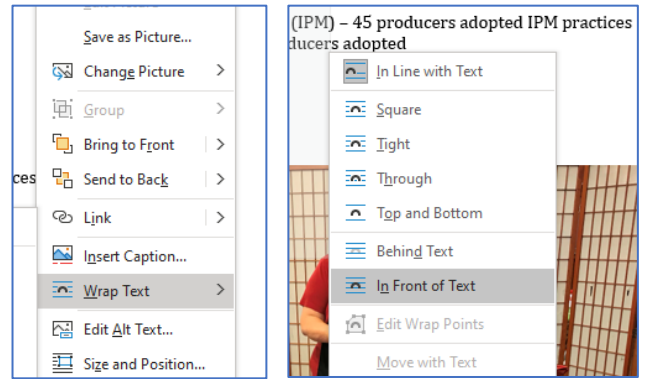
-Create Alt Text for each photo inserted for accessibility purposes.
      Right click on the photo and select "Edit Alt Text" and insert a description of the photo in the Alt Text box.
      Descriptions only have to be a simple, to-the-point description of the photo.
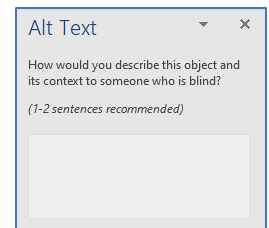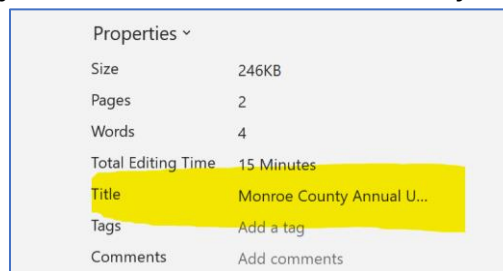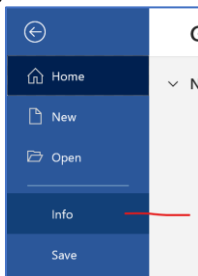

Uploading Finished County Update
-Before uploading, please review for spelling, grammar, punctuation, omissions, etc.

-Double check the "title" of your document in the document info.
      -Go to "File," then Info.
      -On the right hand side, you will see "Title" under "Properties."
      -Change the name of the county to your own. Word will automatically save the new title.

-Save the final version as a PDF.
      -Go to "Save As…" and change the File Type to "PDF".
      -Recommended file name format- ArkansasCounty2021Update
      *NOTE: To maintain accessibility features, DO NOT use the "Save as Adobe PDF" feature.


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

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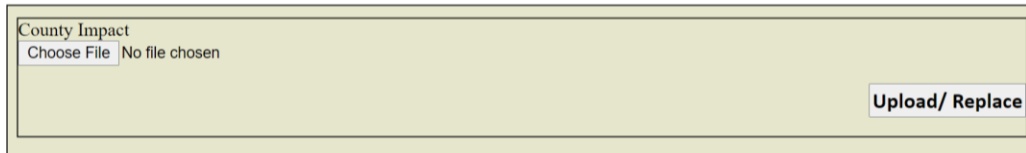
-When the file is successfully uploaded, the file name will now be on the right hand side of the page.

REMEMBER: The template header does not have a specific year or program, so feel free to use it to create updates for various stakeholder groups in your county, as needed and at any time!

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