



End of the Year AIMS Checklist

FY2021 Plan of Work created

- Due Sept 1st for County Agents and PA's, Deadline varies by department on state level

Time

- "Program Planning & Delivery"- **All Extension time**- includes travel, prep, etc.
 - Does NOT include any leave time.
- "Integrated Extension & Research"- Time spent on join Extension/Research projects or efforts.
- "Multistate Extension"- Time spent on efforts with other Extension agencies.

Contacts

- All contacts made related to any Extension programs. Only include external contacts.

Social Media & Website Efforts

- All contacts made through an Extension social media page or website.

Volunteer Hours

- Any time given by individuals in which they were not paid.
- Includes- formal volunteers (4-H, MG, EHC, CEC & sub-committee members, etc.) and informal volunteers (demo/trial producers, parents, teachers, etc.)

Indicator Data

- Only submit data in which evaluation data is available (formal or informal)
- Evaluation data can be collected in a number of manners, include all you can
 - Examples- paper surveys/evaluation, one-on-one conversations, observation, etc.

Text Only Impacts

- Basic impact reports (can be preliminary as well)
- Open to county and state employees
- Guide to writing impacts – [County programs](#) and [state level programs](#)

County Update Reports (County Only)

- Submitted in AIMS
- One per county
- Deadline- October 5th

Guides for how to report Extension efforts can be found at <https://uaex.edu/aimshelp>.

Support for AIMS reporting can also be arranged by contacting Diane Mashburn, Instructor-Program Planning, Evaluation & Accountability, at dmashburn@uaex.edu or 501-671-2351.