

Agent Reports for Accountability

Weekly

- Office Conference minutes sent as an email attachment to the District Director's office.

Monthly

- Statisticals submitted through CATPAWS.
- Combined monthly report – includes mileage, expense reports and leave reports. Submit through CATPAWS. Mail hard copy to District Director's office.
- Summary of Meetings and Activities. Submit through CATPAWS.
- Food Stamp Nutrition hours. Submit through CATPAWS.

Yearly

- Impact Statements – 5 per year per agent. Submit electronically.
- Priority Indicator Report – submit one per county electronically.
- Report to the People – submit one per county as hard copy.
- Plan of Work – submit one per county electronically.
- Affirmative Action Plan – submit one per county electronically.
- Martech – 4-H Report – submit one per county electronically.
- 5 news articles per year and pertinent new features.
- Agent Portfolio – (*OPTIONAL*) Keep in a 3 ring notebook with tabs for CMAPS in the county office. Materials to include in the portfolio are: publications written by agent, teaching outlines, copies of presentations, fact sheets developed by the agent, flyers, programs of events, evaluation instruments used, tabulation of evaluations, and innovative program efforts.

Periodically throughout the year as they occur

- Council meeting minutes for CEC and Program Councils – hard copy to District Directors office or send as email.
- By Laws and Constitutions as revised. Hard copy to District Directors office.
- Newsletters – hard copy to District Director. Put District Director on mailing list or send as email.
- Audits – hard copy to District Directors office.
- Form Documenting Grants.
- County Program Review notes.