

District 7—Cooperative Extension Service Calendar

2011-2012

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> ▶Final Accounting Sheets from UK ▶Independence Day Holiday - 4th ▶County Payment - 10th ▶State Extension Council meets - 12th ▶Actual Program Support Expenses - 15th ▶Affirmative Action Report previous FY - 15th ▶Multi State Programming Efforts - 15th ▶Agent Performance Appraisal Materials - 15th ▶Impact & Statistical Statements - 15th ▶UK Field Day @ Princeton - 21st 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> ▶Priority Indicators submitted online - 1st ▶State Extension Council One Day Meeting - 12th ▶4H Program Contact Sept-Oct—12th ▶Ky. State Fair 18-28th ▶District 7 Day at KSF - 21st ▶Tax Rates Established by Counties 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> ▶Labor Day Holiday - 5th ▶District Staff Meeting - 14th ▶4-H Access - 15th ▶Tax Rates Established by counties - 15th ▶Financial Statement & Legal Notice posted - 30th
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> ▶Motor Vehicle/Watercraft Tax Rate - 1st ▶Performance Appraisals for County Support Staff (Staff Assts, Program Assts & Custodians) - 1st ▶County Payment - 10th ▶District Staff Meeting - 12th ▶ANR Update @ Hopkinsville 19-20th 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> ▶District Staff Meeting - 9th ▶State Extension Council Delegates selected (Ballard and Christian) - 15th ▶District 7 Forum Meeting UKREC - 16th ▶Report To The People—before Thanksgiving Break ▶Thanksgiving Holiday 24-25th 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> ▶District Staff Meeting - 14th ▶Randall Barnett Council Awards - 15th
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> ▶Budget letters to counties ▶Bond Treasurer ▶District Board must meet, elect officers, file names and addresses with County Clerk ▶County Payment - 10th ▶District Staff Meeting - 11th ▶Special District Report (DB membership)- 30th 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> ▶County Offset Voucher - 1st ▶Career Ladder Applications - 1st ▶District Staff Meeting - 8th ▶County CES Budget Plan Sheet to DD (rough draft) - 28th ▶State Extension Council & Program Councils Meeting - 28th thru March 1st 	<p style="text-align: center;">March</p> <ul style="list-style-type: none"> ▶District Staff Meeting - 14th
<p style="text-align: center;">April</p> <ul style="list-style-type: none"> ▶Chi Epsilon Sigma Annual Meeting ▶Benefits Open Enrollment ▶Biweekly Mid Year Reviews (if needed) ▶County Payment - 10th ▶District Staff Meeting - 11th ▶Dept. for Local Government (DLG) Budget to County Judge Executive & DD - 15th 	<p style="text-align: center;">May</p> <ul style="list-style-type: none"> ▶Special District Uniform Financial Report - 1st (July 2010-June 2011) ▶Final CES Budget Plan Sheet (signed) - 1st ▶Memorandum of Agreement (3) - 1st ▶Schedule of Disbursements (3) - 1st ▶Salary Adjustment Sheets - 1st ▶Program Support Budgets (signed) - 1st ▶Plan of Work (rough draft) - 1st ▶District Staff Meeting - 9th ▶Affirmative Action Plan (rough draft) - 15th ▶Memorial Day Holiday - 30th 	<p style="text-align: center;">June</p> <ul style="list-style-type: none"> ▶ANR, 4H, FCS Program Contact Assignments for Sept-Oct ▶Performance Appraisal Rating Option Sheet - 1st ▶2012-2013 County Coordinator List - 1st ▶District Board meets and rectifies expense accounts-plans for setting tax rates - 30th ▶Final Plan of Work - 30th ▶Final Affirmative Action Plan - 30th