­­­­

| **Employee Name:** |  | **County Name:** |  |
| --- | --- | --- | --- |
| **Year:** |  | **Program Area:** |  |

|  |
| --- |
| **TITLE OF PROGRAM** |
|  |

|  |
| --- |
| **PROGRAM PLANNING**  |
| Describe your efforts in planning comprehensive research-based educational programming to address identified local issues; including how you worked with your advisory committee, clientele, underserved audiences, and other stakeholders. Describe how you selected and used research-based curriculum and/or content in your comprehensive programming efforts, and that you followed Extension policies and procedures.  |
|  |

|  |
| --- |
| **PROGRAM DELIVERY**  |
| Describe your efforts to deliver timely & relevant research-based programs and services using varied educational strategies, teaching methods, and new and emerging technologies to help clientele solve complex problems and implement appropriate solutions. Describe internal or external collaborations and your use of a volunteer system to serve Extension clients. Discuss your use of targeted outreach to reach new or underserved audiences and efforts to provide a learning environment that supports diverse populations. |
|  |

|  |
| --- |
| **PROGRAM EVALUATION**  |
| Describe how you used appropriate evaluation methods and tools to improve effectiveness and quality of teaching methods, and to evaluate program outcomes and impacts. |
|  |

|  |
| --- |
| **PROGRAM MARKETING**  |
| Describe ways you marketed the program to potential participants, volunteers, members of the community, local decision-makers, partners, and other stakeholders to increase program support and participation. Provide a demographic comparison of your program participants vs your county population. Is the program in parity? If not what were the reasonable efforts you made to achieve parity - what did you do to intentionally market programs to underserved audiences?  |
|  |

|  |
| --- |
| **PROGRAM IMPACT** |
| Describe the results of your program efforts in terms of: what difference did this program make in the lives of the participants or North Carolina citizens. Describe an provide data on the changes in the target audiences’ knowledge, skills, attitudes, and changes in behavior/practices or adoption of technology or innovations. Include data reported in ERS as well as sections of success stories; results from qualitative and quantitative evaluations; and key testimonials to add richness to the data. State the public value of your program – what is the value your program contributes to society/the community? |
|  |