

February 15, 2006

Dear County Program Director:

The upcoming County Program Planning discussion with your extension council will be an opportunity to better inform them about extension programs and to seek their advice on future directions.

You have a vital role to play in guaranteeing a successful session. At this time of the year, both new and seasoned council members will be in your group. We hope you will engage fully with them to help them understand the program and assessment information. It is important for council members to recognize the program efforts that are being conducted currently. Please supplement the materials on the web with a comprehensive listing of Extension programs conducted in your county during '05.

On the following page is a checklist for you, together with the resources we have available to support your effort. You will want to localize some of the resource pieces.

Thank you for your assistance in this important part of our program planning process. If you have questions, please feel free to contact me or one of our plan of work team members at any time.

Sincerely,



Nancy F. Flood
Plan of Work Project Leader

Team members:

Debbie Robison

Beverly Coberly

Jo Britt-Rankin

Mark Stillwell

Sandy Stegall

Mark Stewart

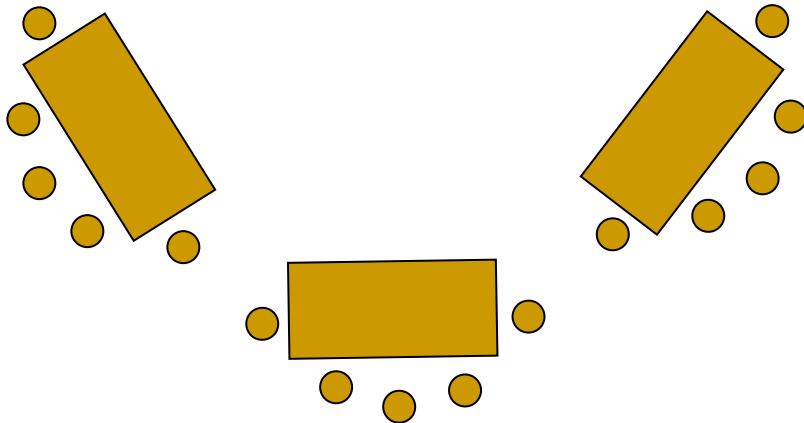
Tony DeLong

County Program Director Checklist	
Before the County Program Planning Discussion	
<p>Prepare and distribute information folders for council members at least two weeks prior to the council program planning discussion. If time allows the folders should be handed out and discussed at a council meeting prior to the program planning session.</p> <p>Suggestion: Use different color paper for each document.</p> <p>Include county demographics for new member council packets.</p>	<p>On the POW Web site: http://extension.missouri.edu/planofwork</p> <ul style="list-style-type: none"> ▪ Cover letter.doc (<i>localize</i>) ▪ "Developing County Extension Programs".pub (<i>localize</i>) ▪ County Needs Assessment.pdf ▪ Regional Needs Assessment.pdf ▪ Stakeholder Assessments and State Program Areas.pdf <p>Also include: Annual report and/or list of county programs for 2005</p> <p>Use MU Extension folders</p> <p>OSEDA website: http://www.oseda.missouri.edu/countypage/county_seir.shtml</p>
<p>Notify Regional Director, regional specialists who serve your county, and the facilitator of your County Program Planning (CPP) council meeting date</p>	
For the County Program Planning Meeting	
<p>Be sure that the necessary supplies are on hand for the council discussion, including computer, projector and screen.</p>	<p>List of supplies attached</p>
<p>See that room is set up to accommodate small-group discussion. Give each table a color designation to correspond with nametags. Place 3 x 5 cards on each table.</p>	<p>Set-up instructions attached</p>
<p>Provide a registration table. Give each council member a nametag with a colored dot and a pen/pencil. The colored dots will assure people are randomly seated at different tables.</p>	<p>Nametag template is available on the Web: http://extension.missouri.edu/staff/marketing/standards/template.html</p>
<p>Optional: Provide a 30 minute orientation for new councils to help them understand what is in the packet.</p>	
<p>Print and distribute evaluations after the session. At the conclusion of the council discussion, ask the county secretary to compile the evaluations and send to the Regional Director.</p>	<p>Evaluation on the POW Web site</p>
By April 30	
<p>Report results of CPP meeting to RD</p>	<p>Template on the POW Web site</p>

**County Program Planning Discussion
Supplies and Equipment List**

- _____ **Refreshments**
- _____ **Technical support:** computer, projector, screen
- _____ **Registration:** Sign-in sheet, nametags, colored dots, pen or pencil for everyone
- _____ **Packet:** Have a few extra council packets available for those who forget.
- _____ **Table supplies:** Easel pads, preferably with an easel for each table; markers,
3x5 cards and color designation on each table
- _____ **Evaluations:** Print from the Web site

Room Set Up



Arrange room in small groups with 3-5 people per table so all can view the screen and the facilitator.

