

## 2010 Implementation Schedule for Planning, Evaluation and Reporting

<i>Date</i>	<i>Description</i>	<i>Units Responsible</i>			
		<i>Counties</i>	<i>4-H Centers</i>	<i>Regions</i>	<i>Departments</i>
November 2, 2009	2010 Individual Annual Plans (IAPs) submitted to Regional Program Leader. (County Extension Directors will have reviewed and submitted IAPs from their unit on or before November 2, 2009.)	•		•	
December 1, 2009	2009 Impact Statements completed.	•		•	•
December 1, 2009	County agent performance appraisal due to County Extension Director. Area agent/specialist performance appraisal due to Regional Director.	•		•	
December 15, 2009	Regional Program Leaders will review, rate and make comments or suggestions for improvement of the IAP as appropriate no later than December 15, 2009.	•		•	
December 2009	County Extension Director conducts formal performance appraisal with county Extension staff and verifies approval process for annual plans.	•			
<b>2010</b> January 4, 2010	County and area performance appraisals submitted to Regional Director.	•		•	
January 4, 2010	All activity reports for January 1, 2009 - December 31, 2009 entered in SUPER Delivery module.	•	•	•	•
January 20, 2010	Statewide Lock Date for IAP. Specialists view IAPs in applicable knowledge areas to assess statewide programs planned.	•	•	•	•
February 1, 2010	Statewide Impact Statements for 2009 due from State Specialists.				•
February 26, 2010	All county and area performance appraisal documents completed by Regional Directors and submitted to the Extension Dean.			•	

March 2010	County Civil Rights Compliance Report due to Regional Office.	•		•	
March 2010	Regional Directors finalize performance ratings of county, area and regional staff with Extension Dean.			•	
May 14, 2010	Deadline for submitting new and revised State Action Agendas (SAA), topics and outcome indicators for 2011. Reviews completed on or before August 1.				•
August 2, 2010	Annual 4-H Youth Enrollment Report due.	•	•	•	
August 16, 2010	Annual Enrollment Rollover.	•	•	•	•
October 1, 2010	Proposals for 2011 Inservice Courses/Events due to Department Heads.				•