

Monthly Reports Checklist



One of the skill areas in the EFNEP Educator's Performance Appraisal is "Maintain Accurate Records and Reports." In order to meet this skill, educators must prepare accurate and complete records & reports and submit them by established deadlines. Use this checklist to ensure you accurately submit and/or update reports. Fill this out as documentation that you completed your reports.

Name: _____ County: _____

Reporting Month / Year: _____

All educators must submit the following to the State Office by the 5th of each month:

- ALL Educators: Volunteer List spreadsheet – print and highlight new volunteers and updated hours (or email Tony)
- ADULT educators: WebNEERS List of Families updates – Submit pages that need updating. *If the information in WebNEERS is correct, submit ONLY page 1 of the LoF and write "No updates" - DO NOT turn in more than 1 page.*
- YOUTH Educators: WebNEERS Youth Group Detail updates – Only submit pages that need updating. *If the information in WebNEERS is correct, submit page 1 of any Youth Group Detail Report and write "No updates"*

Reports for All EFNEP Educators	
Reports and Updates are due by the 5 th of each month or as designated by your RNEA	
Marketing Efforts – Only report original items that <u>you</u> have created. Send a copy by mail or by email to your RNEA , if applicable.	
<input type="checkbox"/> TV or Radio	<input type="checkbox"/> Social Media Post
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Newsletter/Blog
<input type="checkbox"/> Agency letter	<input type="checkbox"/> Photos with Photo release
<input type="checkbox"/> Other: _____	
Update in MARS Workbook:	
<input type="checkbox"/> Contributions (Extension and Non-Extension)	<input type="checkbox"/> Recruitment Summaries
<input type="checkbox"/> Delivery Sites	<input type="checkbox"/> Success Stories
<input type="checkbox"/> Volunteer List	
<input type="checkbox"/> Activity Log	
Update in Google Drive (or as indicated by RNEA):	

Adult Educators – Update the following in Google Drive:
<input type="checkbox"/> Adult Group Activity – update # of lessons, sessions, hours each month
<input type="checkbox"/> E-Group Attendance Record – OPTIONAL if you are using the paper version
<input type="checkbox"/> EFNEP Onsite Spreadsheet – update continuously as participants are enrolled (ONLY for ONSITE educators)

Youth Educators – Update the following in Google Drive:
<input type="checkbox"/> Youth Group Activity (update # of lessons, session, hours each month)

*Reminder: Upon graduating a youth group, share the completed Group Enrollment Form in Google Drive with your RNEA