

DISTRICT 4 MONTHLY CHECK SHEET

Name of Agent: John Doe

Year: 2012

Outcome Plan: Beef Cattle

County: Camp

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Postage Report (Due by the 10th)	✓	✓	✓									
Monthly Report												
*Online Report (Due by the 7th)												
*Documents to District Office (Due by the 10th) D-360/D-843 Activity & Travel Report	✓	✓										
D-738 Report of County Office Conference	-----D-738 due for the entire county, attach separately-----											
Leadership Advisory Board	✓	✓										
Program Area Committees/Task Forces		✓										
Information Day/Interpretation Event	✓	✓										
Media, Newsletter, Direct Mail Series, Etc.	✓	✓										
4-H Events	✓	✓										
4-H Leader Training												
4-H Youth Training												
Civil Rights - AAP		✓										
EE Club Meetings												
Staff Development/Professional Improvement	✓	✓										
Educational Activities	✓	✓										
Other Planning Groups												

County Extension Agent maintains originals - send copies each month to the District Office