

DISTRICT 4 MONTHLY CHECK SHEET

Name of Agent: _____

Year: _____

Outcome Plan: _____

County: _____

	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