

First Step Checklist

	Covered by:	Resources (website, people, documents)	Completed?
Your First Month in Home County – Getting Connected (p. 4-5)			
Meeting your Peer Mentors New Agent Self Study Guide Extension Fundamentals: Newsletter Series Meeting your County Office Staff Meeting your County Officials Meeting Community Leaders & Stakeholders Meeting your Program Stakeholders Meeting your Program Clientele			
Basics About Extension (p. 6-12)			
Our Legal Basis & Purpose Organization Snapshot What is Extension? Mission and Scope of Extension People You Should Know Funding Relationships Where is Extension Located? Land Grant System The Texas A&M System & Texas A&M AgriLife			
Professional Development (p. 13, 21-22)			
Mentoring Foundations District Meetings Subject Matter Training Professional Associations Scholarship Certifications Advanced Degrees Awards/Recognition Opportunities Performance Appraisal System Career Ladder System			
Professionalism			
Competencies Mature Responsibility Problem solving perseverance Values & professional roles Behavior/Appearance/Image			

Getting Connected to the Extension Network (p. 15)			
<ul style="list-style-type: none"> District Dates & Deadlines Getting to Know District and Regional Specialists Getting to Know Statewide Specialists Getting to Know Administrators (DEAs, RPLs, state administrators) 			
Establishing Your County ANR, FCS, CRED Program (p. 16-17)			
<ul style="list-style-type: none"> Updating your County's Job Responsibilities Getting your committees functional again Setting up your program plans on TEXAS Initiating your educational programs Your role in support of team plans Reporting what you do 			
Fundamentals of County 4-H Program Management (p. 18-20)			
<ul style="list-style-type: none"> Meeting Club Managers Attending 4-H Club meetings Supporting county-level 4-H groups <ul style="list-style-type: none"> 4-H Connect Chartering Process Youth Protection Standards Best Management Practices Validation & Show Entries Working with County Livestock Shows <ul style="list-style-type: none"> Project Supervision Types of 4-H enrollment County & District 4-H Calendars Texas 4-H Rules & Guidelines Roles of Agents in support of 4-H program Volunteer Development 			
Basic Office Operations (p. 23-26)			
<ul style="list-style-type: none"> Customer Service Agent Duties Outside the Office <ul style="list-style-type: none"> Mailing Recurring Reports Dress Code Office Hours Holiday Schedules Office Conferences Use of Motor Vehicles Filing and Document Storage Open Records/FOIA Requests Communication with Elected Officials 			

Human Resource Management (27-29)			
<ul style="list-style-type: none"> Classification of Employees Salary & Benefits Time Sheets Overtime/Compensatory Time Sick & Vacation Leave Job Descriptions Support Staff Supervision & Management Civil Rights/Affirmative Action 			
Budget Management & Inventory Controls (p. 30-34)			
<ul style="list-style-type: none"> Travel Authorization Travel Reimbursements - Concur Mileage (In-County & Out-of-County) Use of County Vehicles Ordering Supplies & Equipment Special Program Supplies Equipment/Inventory Grant/Program Funds Use of Vendor Accounts Support Group Accounts County Budget Development Fee Based Programs 			
Resources (p. 35-40)			
<ul style="list-style-type: none"> Agent Associations Onboarding Handbook & USB Drive Regional Onboarding Handbook First Step Journal New Agent Self Study Guide Mentoring Guide Face-to-Face visits with peers/admin Books Store Brand Store First Call Personnel Directory AgriLife Online Directory Best Management Practices Career Ladder Guidelines Performance Appraisal System Organizational Development Website District 12 Website District 12 4-H Website http://onboarding.tamu.edu Website Listing in ROH 			
Administrative Issues & Services (Budget,	Contact Dr. Ruben Saldaña or District Office Manager Lou Garza.		

HR, Operations)	
Subject Matter in ANR & Related 4-H Programming, See Todd Swift, RPL-ANR	For a complete listing of specialists and areas of expertise, Contact Todd Swift or go to http://extensionanr.tamu.edu/Unit%20One%20Pagers.html
Subject Matter in Human Sciences & Related 4-H Programming, See Luisa Colin, RPL-FCS	For a complete listing of specialists and areas of expertise, including a State FCS Directory, contact Luisa Colin .
4-H Events & Program Management	Contact Luis Saldaña for questions related to 4-H Program Management, questions about district or state events/contests, or to request training support at the county level.

Observation Notes