



REPORTING YOUR SUCCESS

PROGRAM

Schedule and complete educational programs in your community between June 1, 2020 and May 31, 2021.

REPORT

Submit individual program reports by the 3rd of each month using the online system at the link below.

SUCCEED

Ambassadors completing 40 service hours or more for the year will be eligible for participation in 2021-22.

EACH PROGRAM COMPLETED WILL BE SUBMITTED AS A SEPARATE REPORT. FOR PROGRAMS LASTING MULTIPLE DAYS, YOU WILL NEED TO SUBMIT MULTIPLE REPORTS.



Remember, this is the system that keeps up with your hours. If you do not have *40 hours* reported in this system *by May 31, 2021*, you cannot continue as an ambassador!

HTYA REPORTING GUIDELINES

Hours should be reported in *whole numbers only*. Do not report in minutes.

ONLY activities related to HTYA programs that you assisted with can be reported. Participation in contests or fundraisers is not allowed!

Each program section has a *maximum* number of *hours allowed*.

Planning Meetings cannot be more than *2 hours* of your program total.

Program Delivery should not exceed *6 hours* at any single event.

Program Preparation is capped at *6 hours* including setup and tear down.

HTYA Summit training time can be reported. A maximum of *6 hours* can be reported for the summit you attend, which *includes travel time*.

Travel time for programs can be reported; however, no more than *2 hours* for travel can be submitted.

NEW for 2020 | Community Service is a valuable way to serve your county. A maximum of *6 hours* can be reported for each event you participate in.

Hours must be reported on a monthly basis. A quarterly report will be sent to you and your county extension agent for review.

1

Please provide the following information:

First Name

Last Name

Select your first name from the drop down menu. They are sorted alphabetically. Then select your last name from the drop down menu. Last name options do not appear until a first name selection is made.

2

Please select your County, Region and District (Region & District will be automatically determined by your county):

County

Region

District

Select your county from the drop down menu. They are sorted alphabetically. Then select your region from the drop down menu, followed by your district, also a drop down menu. Region and District options do not appear until a county selection is made.

3

For what date are you reporting?

Month

Year

Select the month you are reporting for from the drop down menu. They are sorted as they would appear on a calendar. Then select the year you are reporting for from the drop down menu. Year options do not appear until a month selection is made.

4

Please select the type of activity you are reporting: (Select all that apply)

Educational Program

Training

Select either education program or training depending on the type of report you are submitting.

5

Please provide the title, date, and a brief description of the activities you are reporting:

List the Title of the event, the date it was held, and a brief descriptions that includes how you prepared, who attended, where it was held, target audience, and any other pertinent information.

6

How many people did you reach or teach this month while serving as an Ambassador?

White	<input type="text"/>
Black or African American	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Hispanic	<input type="text"/>
Multi-Racial	<input type="text"/>

Enter how many people of each ethnicity were reached during your event. The total number reached should match ethnicity, gender, and age.

7

Of the total number of contacts provided above, how many were:

Male	<input type="text"/>
Female	<input type="text"/>
Total	<input type="text"/>

Enter how many people of each gender were reached during your event. The total number reached should match ethnicity, gender, and age.

8

Of the total number of contacts provided above, how many were:

Youth	<input type="text"/>
Adults	<input type="text"/>
Total	<input type="text"/>

Enter how many people of each age were reached during your event. The total number reached should match ethnicity, gender, and age.

9

Hours spent on these activities: (Please round to the nearest quarter hour, e.g. - 15 min. = .25, 30 min. = .5, 45 min. = .75)

Planning Meeting: meeting with agent, committee, or organization to outline program	<input type="text"/>
Program Delivery	<input type="text"/>
Program Preparation: includes project research, setup/cleanup	<input type="text"/>
Training: Summit, monthly web training and local training	<input type="text"/>
Travel	<input type="text"/>
Total	<input type="text"/>

Enter the total amount of time spent on each program activity. Time should be entered by rounding to the nearest quarter hour. ie: If program delivery was 30 minutes please enter that time as .5