

## Proposed Timeline for Forming an Extension District

### January-July

Extension executive board representatives and county extension agents have informal meetings individually with commissioners in each county to introduce the concept and answer questions they might have.

### July and August

Extension executive board chairs, interested board members and extension agents from all counties meet to evaluate whether there is sufficient support to move the initiative forward.

### August and September

Meet with key constituents – including PDCs, 4-H leaders, Master Gardeners and agricultural producers – to initiate a public awareness campaign. Meet with any other parties interested in the initiative. The purpose of this step is to share reasons for the districting initiative and gain public support.

With board and staff representation from each county and a representative from Kansas State University, develop an operational agreement.

Develop press kit and fact sheet.

### October or November

Present resolution to commissioners in each county for approval. As commissioners pass resolutions, publish them in official county newspapers twice each (seven days apart).

### November-December

Protest period is 60 days following second publishing of resolution. Meet the staff during this time to develop educational plan and new job descriptions. Be available for questions and prepared to meet with media. Hold an informational conference at office or host an open house.

### January

Submit district operational agreement and supporting materials to state attorney general for approval.

### Spring

Prepare for transition from extension council to extension district. Negotiate space agreements with commissioners, further develop the district educational plan, and finish other necessary tasks.

Commissioners appoint four citizens from each county to serve on district governing body.

### July 1

District is official and operational agreement is initiated. Execute marketing campaign and press conference to educate district residents on changes and benefits of the new district format.

Aug-23