

KSRE Programming Cycle

Programming Website www.ksre.ksu.edu/programming

Action	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
	<i>Program Year is October through September</i>											
Quarterly contact report for Agents and Specialists completed by 15 th of the month												
Professional development dates entered by PFT and others into catalog for coming year by August 1	Dates may be entered anytime and should be entered by August 1 for the next program year.											
Local Impact/Outcome reports done by agents throughout the year and completed by October 1	Reports may be done anytime during the year and must be completed by October 1 .											
PFT Making a Difference reports done throughout the year and completed by November 1 .	Information submitted will be used for the Informal Report to the Legislature, University President's monthly report, PILD and other special reports as needed.											
Evaluation may be done throughout the year to complement program delivery.	Evaluations related to PFT Action Plans are posted on the Programming Website, www.ksre.ksu.edu/programming											
New/Updated PFT action plans and evaluation instruments completed online by August 1												
New/Updated local action plans approved by Board and Area Director and completed online by October 1												
New agents create an action plan if they have completed new agent program development session, else they continue with the new agent action plan provided to them in new agent orientation	New agents are provided an action plan during orientation. Once they have completed new agent program development they may create another action plan.											
Professional development plans for agents completed online by October 1												
Agent performance review information completed online by October 1												