

Program Focus Team (PFT) Dates to Remember

June 27, 2019

- Program Focus Team Leaders Summer Meeting, Salina

July 1, 2019

- 2019-2020 PFT Program Year Begins
- In future years, Program Focus Team will submit a spending plan for the upcoming program year to their Program Leader Coordinator (*we won't ask for that this year*)
- **Program Focus Teams that meet this deadline are eligible to receive the first \$1,000 installment of 2019-2020 Program Focus Team funds***

August 1, 2019 (A)

- Program Focus Teams should submit their 2019-2020 professional development opportunities into the PEARS Professional Development Catalog
- **Program Focus Teams that meet this deadline are eligible for the second \$1,000 installment of the 2019-2020 Program Focus Team funds***

August 1, 2019 (B)

- Program Focus Teams should submit their 2019-2020 action plan(s) and associated evaluation instrument(s) into PEARS
- Program Focus Teams should submit at least one Signature Program action plan and its associated evaluation instrument into PEARS (*for this first year of Signature Programs, deadlines will be flexible and funding won't be dependent upon submission*)
- **Program Focus Teams that meet this deadline are eligible for the third \$1,000 installment of the 2019-2020 Program Focus Team funds***

October 1, 2019 (A)

- Local unit Extension agents use the 2019-2020 Program Focus Team professional development opportunities and action plans to submit their plan of work and professional development plan for approval by their Board and Area Director
- Each extension agent identifies at least one Signature Program to conduct in their local unit in the 2019-2020 program year (*for this first year of Signature Programs, we will be flexible, but hope that as many as possible will do this*)

The following are the final requirements for the previous program year....

October 1, 2019 (B)

- Local unit Extension agents submit local unit Action Plan Outcomes report for 2018-2019

November 1, 2019(A)

- Program Focus Teams submit their Making a Difference Impact report(s) using the template for their 2018-2019 Action Plan(s)
- **Program Focus Teams that meet this deadline are eligible to receive the fourth \$1,250 installment of 2018-2019 Program Focus Team funds***

**This amount may change due to unforeseen budget issues*