

Program Focus Team (PFT) Dates to Remember

June 30, 2021

- Program Focus Team and Transdisciplinary Team Leaders Meeting

July 1, 2021

- 2021-2022 PFT Program Year begins
- **Program Focus Teams are eligible to receive the first \$1,000 installment of 2021-2022 Program Focus Team funds***

August 1, 2021 (A)

- Program Focus Teams should submit at least one (more is preferable) of their 2021-2022 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 2021-2022 Program Focus Team funds***

August 1, 2021 (B)

- Program Focus Teams should submit their 2021-2022 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
- **Program Focus Teams that meet this deadline are eligible for the third \$1,000 installment of the 2021-2022 Program Focus Team funds***

August 15, 2021

- Program Focus Teams will submit a proposed budget for the next programming year to their designed Program Leader Coordinator.

October 1, 2021

- 2021-2022 Extension Reporting Year Begins
- Local unit Extension agents use the 2021-2022 Program Focus Team professional development opportunities and action plans to submit their plan of work and professional development plan for approval by their Board, Local Unit Director and Regional Director.
- Each extension agent identifies at least one Signature Program to conduct in their local unit in the 2021-2022 program year

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

October 1, 2021 (B)

- Local unit Extension agents submit local unit Action Plan Outcomes report for 2020-2021

November 1, 2021

- Program Focus Teams submit a Making a Difference Impact report(s) using the template for their 2020-2021 Signature Program Action Plan(s)
- **Program Focus Teams that meet this deadline are eligible to receive the fourth \$1,000 installment of 2020-2021 Program Focus Team funds***

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

05/19/21