

## Board Report Checklist

A Guide for Educators and Assistants/Associates

### Board Report Requirements

1. A report is required for every EB meeting in your “home” county(ies).
2. At least quarterly, using the templates and/or checklist below, create a board report to provide to your “home” EB and the counties in your AR.
3. Yes, you can still create/provide your local EB with a different type of report (if you prefer) *in addition* to the new required quarterly report format.

Please ensure the following are all included in your board reports for quality and consistency across Extension.

#### Top section of report

- Name & contact information
- Professional picture of yourself
- Program Area
- Date/quarter of the report
- One sentence elevator pitch regarding your role
- Counties you serve
- Social media tags when applicable

#### Report should be at least 1 page, no more than 2 pages

Please remember, the role of Extension Board Members is to advocate for Extension and provide insight into opportunities for programming. The board report should be engaging, easy to read, and allows the board members to be able to share information externally.

- Lift up 1-3 programs, providing information to highlight impact, reach, innovation, inclusion, etc.
- Qualitative and/or quantitative data
- Faculty should include representation of scholarly contributions
- Pictures are encouraged to help enhance your story(ies) of impact and/or programs
- Consider making a QR code to link to resources, broader statewide initiatives, articles, etc.