



## 2024 Program Year County Update Instructions

### Guidelines:

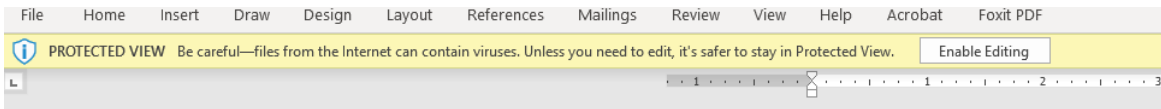
- Each county will only submit (1) report (recommended- Staff Chair submits final report)
- All (4) Program Areas should be represented – 4-H, ANR, CED, FCS
- Maximum of (2) Pages
- All photos must have Alt Text for accessibility
- Final document should be saved in PDF format and uploaded into Box

### Downloading Template

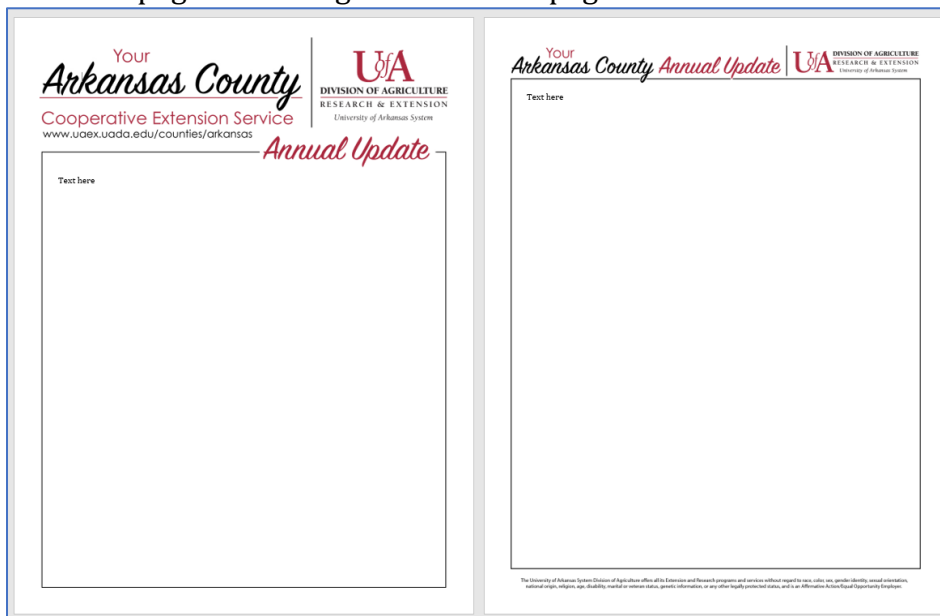
Download your county’s template from the OneDrive Folder (log in required)  
[County Update Report Template & Instructions](#)

Open in Microsoft Word from your desktop (Online Word will not have all the features needed).

Make sure to click “enable editing” in the yellow bar towards the top of the page to start working in the template.



The 2024 template has two pages including a slim second page header and the EEO statement at the end.



## Inserting Content

All four program areas should be represented, so the following headers are recommended:

- 2024 (County Name) Extension Education Outreach
- (County Name) 4-H Program
- Agriculture & Natural Resources
- Community & Economic Development
- Family & Consumer Science

**NOTE:** The order of the program areas is not fixed, so rearrange as emphasis and space dictates.

Information to include under Extension Education Outreach header:

Total Educational Contacts

Total Volunteer Hours

Value of Volunteer Time (# hours X \$33.49)

Information to include under each program area:

Total Educational Contacts

Program specific volunteer numbers (4-H/Master Gardeners/Extension Homemakers/

Key Figures for your County's program (please include or exclude data to best represent your program efforts for the year)

4-H- 4-H Clubs, 4-H Volunteers

ANR- Farm/Site Visits, Demos, MG projects

CED- Jobs Created, Businesses Started, Community Projects Initiated

FCS- SNAP/EFNEP Contacts, Exercise classes held

Key Programs/Activities

Choose those examples that exemplify your programmatic efforts for this year

If there are key outcome figures, it is highly recommended to include them.

Will have to be very selective due to space

Examples: Creation of County Farmers Market

SNAP School Programs conducted in over 30 classrooms

4-H Teen Leaders Program- 15 Teen Stars and 5 4-H Ambassadors

EHC created over 500 knit caps for patients at Arkansas Children's

Integrated Pest Management Program- 25 producers adopted and/or improved IPM practices

## Inserting Photos

-Choose a couple high quality photos to include that shows your programs in action.

-To insert a photo, go to "Insert" then "Pictures" (if not seen, it will be under the "Illustrations" dropdown menu).

“In line with text” - Allows screen readers to read in the correct order.

-To prevent large areas of white space, it is recommended to use photos as “dividers” between two program areas or place at the very top of bottom of the page. For example, the two photos below divide the 4-H Program and FCS Program sections in this county’s report.

▶ 4 youth named Arkansas 4-H Ambassadors



Family & Consumer Sciences Efforts  
**Overview of Program**

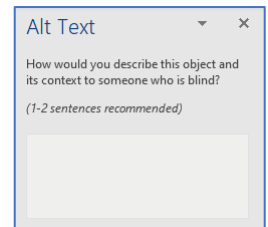
## Accessibility Steps

To ensure your document is accessible when posted online please go through the following steps:

-Create Alt Text for each photo inserted for accessibility purposes.

Right click on the photo and select “Edit Alt Text” and insert a description of the photo in the Alt Text box.

Descriptions only need to be a simple, to-the-point description of the photo.

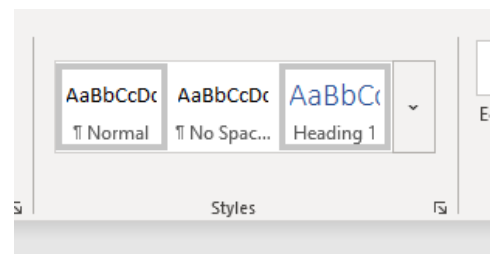


-Utilize the “Headers” Style for your section headers to give order cues to a screen reader.

-“2024 (County) Extension Education Outreach” should be “Header 1” (meaning it should be read very first)

-Each program section title should be “Header 2”

-After applying the styles to each one, you can go back and change the font and color back to match the rest of your content. (Do not use “Format Painter” as that will remove the headers you just created.)

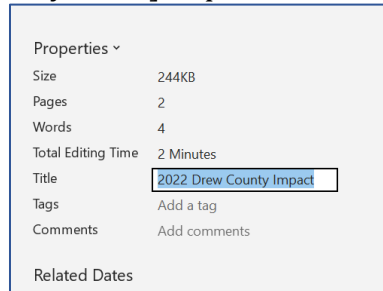
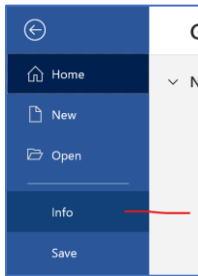


-Double check the “title” of your document in the document info. This information shows up in a web browser tab.

-Go to “File,” then Info.

-On the right hand side, you will see “Title” under “Properties.”

-Change the Title to “2024 [your county name] Impact”.



## Uploading Finished County Update

-Before uploading, please review for spelling, grammar, punctuation, omissions, etc.

-Save the final version as a PDF.

-Go to “Save As...” and change the File Type to “PDF”.

-Use the following file name format - 2024 Arkansas County Impact

\*NOTE: To maintain accessibility features, DO NOT use the “Save as Adobe PDF” feature.



-Save or email your PDF file to the County Impact > FY24 OneDrive folder.

-Upload link: [Your County Update Report](#)

REMEMBER: The template header does not have a specific year or program, so feel free to use it to create updates for various stakeholder groups in your county, as needed and at any time!

Please contact your district director with question about content to include in your report. Contact Jeantyl Norze [jnorze@uada.edu](mailto:jnorze@uada.edu), 501-671-2005, or through Zoom with any questions about the County Update Report.