**Tennessee Extension**

**County Connections E-folio**

The e-folio is designed to be an interactive learning experience, guiding you through key aspects of your county and Extension's role within it. Consult online resources, Extension coworkers, and your mentor to obtain information for the e-folio. Completing this document accurately will not only help you get to know your county Extension program, but it will also help you with future annual plans and needs assessments.

**Submitting Your E-folio:**

* The County Director will review progress on the e-folio with the new employee during the three-month review.
* The final e-folio will be submitted to the County Director and Regional Program Leader before the six-month probationary period review.

Section I: General Program

# **Conduct a Study of the County**

**Geographic location and size**

**Population** (number of people, their ages, education, and other observations or statistics)

**Historically Underserved Audiences** (limited resource, minority, limited English proficiency, etc.)

**General economic situation** (places of employment, major sources of income, occupations, income, etc.)

**Communication outlets** (newspaper, broadband providers and access, social media groups, radio and television stations)

**Educational facilities** (public schools, private schools, homeschool groups, community colleges, technical schools, public universities, etc.)

**Child Care Facilities**

**Senior Centers**

**Recreation, Wellness, or Workout Facilities**

**Health facilities** (including medical clinics, hospitals and public health services)

**Tourism and Natural Resources** (lakes, trails, parks, and other)

**Other pertinent facts influencing the Extension program**

# **Conduct a Study of the County Personnel and Organizations**

## **Extension staff -** List name, title and major responsibilities of each county staff member.

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| --- | --- | --- |
| Name | Title | Major Responsibilities |
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## **Elected Officials**

**County Mayor** - Name and relationship to the Extension program

**Elected officials who work directly with Extension personnel and programs** - name and relationship to the Extension program

**Other elected officials** (city mayors, state representatives, etc.) - Name and title

## **County Organizations - Extension**

Review Tennessee Code 49-50-104 (Agriculture Extension Committee).

**What is the purpose of the Agriculture Extension Committee** (Ag Committee)?

**What is the makeup of the Ag Committee, according to TCA 49-50-104**?

**County Agricultural Extension Committee** - List name of each member, committee responsibilities, and number of meetings held annually. Describe any attended meetings of the committee.

**Family and Community Education (FCE) Council (if applicable)** - List names of officers; number of members and how selected; and responsibilities of the Council.

**County 4-H Committees (if applicable)-** volunteer leader’s organization, citizen’s committee, and 4-H alumni groups; how members are selected and organized; and responsibilities of each organization.

## **County Organizations - Other**

**Farm Bureau** - Discuss how officers and directors are selected, services provided by the organization, and the relationship with Extension.

**List the service clubs, civic groups, professional and other pertinent groups and organizations**

**List other associations and their relationship to Extension.**

## **Extension Volunteers**

**Number of Volunteers** - How many volunteers are enrolled in the county Extension program?

**What are the roles of volunteers in the county?**

**Other relevant information pertaining to volunteers in the county**

# **Conduct a Review of County Program Planning and Reporting**

## Study Annual Plans

**Use SUPER to review 4 annual plans of agents in your program area. Ask your Regional Program Leader for recommended plans to review. List their name, role, county, and your takeaways from their plans and impact statements.**

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| --- | --- | --- | --- |
| **Name** | **Role** | **County** | **Key Takeaways** |
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## Study the Impact Statements for last year

**Use SUPER to review 4 impact statements of agents in your program area. Ask your Regional Program Leader for recommended plans to review. List their name, role, county, and your takeaways from their plans and impact statements.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **County** | **Key Takeaways** |
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1. What was (were) the program objective(s)?
2. What educational activities were conducted?
3. What accomplishments were reported?
4. How was the evidence obtained to substantiate the success of the program?
5. What benefits are to be gained by Extension through these kinds of reports?

## The Role of Extension Specialists

What is the role of subject matter specialists in the Extension program?

Write down the names of Extension Specialists in areas that are relevant to your position and with whom you expect to interact in your role.

Which Extension Specialists have you interacted with?

From what other professional person or persons did the county Extension staff receive assistance? What type of assistance was provided?

Section II: Adult Educational Programs

# **Agriculture and Natural Resources (ANR) Overview**

## County Agriculture Profile

**Number of farms, average size of farms, and income from sales of major crops, livestock, and livestock products**

**Major Agriculture and Natural Resources (ANR) Programs in the County**

## Agricultural Organizations and Agencies in the County

**Agricultural production and marketing organizations** (only those not listed in Section One)

1. Name of organization and number of members
2. Major functions of each organization
3. How Extension works with each organization

**Agricultural agencies in the county** (only those not listed in Section One)

1. Name of each agency
2. Major function of each agency
3. How Extension works with each agency

# **Family and Consumer Sciences**

## Programs in County

**Describe the Family and Consumer Sciences Program in the County.**

**Major FCS programs in the county**

**Describe the audiences reached by the Family and Consumer Science Agents.**

**Describe an FCE meeting attended or participated in, if applicable.**

**Describe the activities of the Expanded Food and Nutrition Education Program (EFNEP) or the Tennessee Nutrition and Consumer Education Program (TNCEP) if the county participates in either.**

**Health Department Location**

**When and where does the County Health Council meet?**

**Who is the county’s Health Educator(s)?**

**Coordinated School Health Director**

Section III: 4-H Youth Development Programs

# **Describe the 4-H Youth Development Program in the County**

## Statistical Information

|  |  |
| --- | --- |
| Number of 4-H clubs  |  |
| Number of members  |  |
| Total number of adult leaders  |  |
| Number of 4-H Clubs having adult organizational leaders |  |
| Honor Club: Number of members |  |
| All-Stars: Number of members  |  |

Ten activities or events with largest participation

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

Other important facts about work in 4-H Youth Development

## Describe the 4-H Youth Development Program in the County

**Describe One Farm Visit to a 4-H Member.** Show the purpose of the visit, the advance notice given, preparation, how the visit was conducted, and suggestions on how to evaluate the results.

**Write a Brief Report on Participation in 4-H Camp (if attended camp).** List the chief values of camp for 4-H members from observation and work at camp.