

EXTENSION ACTIVITY REPORT TO COUNTY COMMISSIONERS COURT

County: Enter your County name Agent: First & Last Name
(all agents regardless of funding source) Date: Date Report is completed

Reporting Month & Year: Month, Year

Major activities and accomplishments for the reporting month.

This can be completed in Bulleted or in Narrative format.

Narrative Reports should summarize programs in all major program areas, including highlights of participants, content, and outcome/results or anticipated outcomes/results.

Bulleted Reports should provide dates, program title, brief description of content and number of participants if applicable. You may also use bullets to report on major duties performed.

Report major professional development activities, including summary of things covered.

Not ALL activities should be reported (Such as “office work”, leave, or other routine duties).

Plans for Next Month:

Date, Title, Location of major educational programs or travel.

Major job duties to be performed.

**ATTACH Texas Data Report to this report when submitting to County.
(Data Summary Only)**

Total Miles Traveled: Include all business
miles traveled
regardless of funding
source of travel.