

EXTENSION ACTIVITY REPORT TO
COUNTY COMMISSIONERS COURT

D-843

County: Enter 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.

Bulleed Reports – Should provide dates, program title, brief description of content and number of participats 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/TAMED Report
when submitting to County.
(Data Summary Only)**

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