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## PEER DUTIES IN DISTRICT 12

Grace Marshall, Chair

Klarissa Cantu

Marisa Dimas

Katarina Rodriguez

Ali Martinez

Zelina Zavala

Victoria Wilson

Brianna Gonzales

### The PEER coordinator and their PEER team will work to ensure that the following occurs:

- A new employee's office is clean, decluttered, furnished, and presentable before their first day in the office.
- A new employee has the needed supplies to begin working.
  - Develop a basic list (writing pad, scissors, highlighters, pens, stapler, tape dispenser, pencils, sticky notes)
  - Provide a "Things to Order" list
- A welcome sign and a welcome package are awaiting the new employee on the first day. (Choice of backpack or brief bag, Extension calendar, coffee mug, lanyard with \*ID card, \*business cards, \*name badge, \*D12 polo, Extension pen, note pad, portfolio, business card holder, business card case)
- Extension employee(s) invite them to join them for lunch during their first week(s).
- They are given a "windshield" tour of their community and key stakeholders.
- Provide them with a tour of their office and the relevant county staff.
- Provide them an overview of office operations (coffee maker, supplies, printer, etc.).
- Peer walks them through a typical year in the life of a new agent, assist in populating calendar.
  - State, regional, district, & county level dates & duties
- Peer develops introductory email/canva template to introduce new agents to the district
- Develop a news release for local paper, using template and photo provided by new agent
- Ensure they have all their start-up documents  
(4-H calendar, administrative calendar, prior agent off-boarding documents if applicable)