4-H Camps & Conferences: Most 4-H Camps and Conferences include a combination of both informal and formal programming. To this end, we have created this special report type that includes both. But if you are reporting a specific presentation that you made during a 4-H Camp or Conference, a separate "Standard CEU Program Youth" report should be used to document your presentation.

4-H Club Meeting: An in-school club or an "in-school" club that meets after school that includes a formal program and 4-H club structure. A club meeting has the same requirements as a "Standard CEU Program Youth" in addition to the 4-H Club structure.

4-H Specialty Club Meeting: An after-school club or a special interest club that includes a formal program and 4-H club structure. A specialty club meeting has the same requirements as a "Standard CEU Program Youth" in addition to the 4-H Club structure. Practices and other regular activities associated with the specialty club would also be entered under this report type.

Committee/Task Force Activities: Your activities that are associated with committee work.

Event: Informal educational programming. This may include field days, tours, and contests.

Event Judge: Use to record your participation as a judge. You may prefer to use the "Committee Activities" report type when appropriate but do not submit a report on both forms.

Exhibit: Exhibit booths, information tables, etc.

Extension Leadership System: Use this report to enter an ELS activity, however, to enter an ELS meeting, you should go to Planning (on the left nav bar). By submitting a meeting there, you can associate it with a particular committee and upload meeting minutes.

Fund Development Activities: Use to record your efforts in fund raising activities. Examples may include: 4-H fund raising activities, donor solicitation, submitting grant proposals.

Honors and Awards: Use to record honors and awards that you have received. You can also use this to record honors and awards by your staff or volunteers by selecting the appropriate role.

In-Service Training (Instructor): Trainings you provide to Extension faculty and staff.

Media Distributed: Use to record the distribution of media. This includes newspaper articles, magazine articles, radio, extension publications, exhibits, etc. You will be asked to estimate the number of clientele receiving the information. If you produced and distributed the materials, you can select both report types in the same activity report.

Media Produced: Use to record the development of materials. If you select this type, you will be asked to include citation text that identifies your role in developing this material. If you produced and distributed the materials, you can select both report types in the same activity report.

Media Produced & Distributed: A combined report used for media you created AND distributed. You may use this field in place of the two above, when applicable.
Report Types

**Media Reviewed:** Use to record your role in the reviewing of publications. Often this is done as part of a review committee, however do not use the "committee work" report type. Use only this report type.

**Office:** Use to record consultations in the office. This report type includes one-on-one, phone and written methods of disseminating educational information. Office reports tend to be summary in nature, usually weekly or monthly. County faculty and staff are encouraged to submit at least one office report monthly. County offices should use care to ensure that visitors are only counted one time.

**On Site Consult:** Use this type to record consultations in the field. Typically one records these in weekly or monthly summary reports. However, major consultation may be recorded independently.

**Other Intellectual Contributions:** Include online content contributions you may make such as blogs, wikis, eXtension professional community activities, etc. You are sharing your expertise with less formality than a created document, web page, or other training material.

**Presentation Adult:** A formal presentation that does not meet all the requirements of a Standard CEU Program.

**Presentation Youth:** A formal presentation that does not meet all the requirements of a Standard CEU Program or Club Meeting.

**Professional Society Membership:** Membership in professional associations such as agent associations.

**Professional Development:** Use this report type to record training you receive. Use this when you are the student.

**Research Conducted:** Use this report type to record research projects.

**Special or Society Appointments:** Use this report type to record special or society appointments. Examples include elected office of professional societies or special administrative appointment such as a county extension coordinator. Do not confuse this with committee assignments or committee leadership which are recorded under committee work.

You also use this report type for special activities/assignments which are service to the organization, college, or university.

**Standard Program Adult:** Formal programs or presentations that meet the five CEU standards as set by the Board of Regents. The primary intent of the audience is adult.

- Program must be one hour in length even if you are reporting less than an hour for your teaching time.
- Program must be planned to meet the educational needs of the group utilizing sound educational practices. Plan must include an evaluation component.
- Program must be an Extension sponsored event.
- Program must have an individual registration procedure.
- A file of program materials, including a summary of evaluations (if appropriate), and a registration list of participants must be kept on file for 3 years. These files are subject to audit by UGA and Board of Regents officials.
**Report Types**

**Standard Program Youth**: Formal programs or presentations that meet the five CEU standards as set by the Board of Regents. The primary intent of the audience is youth. Use this report type when formal programming is not associated with a club meeting.

**Student Advising**: Use this to record the number of graduate and undergraduate students you are advising. You may also list the student’s names if appropriate. Typically one would create one record for each semester.

**Teaching (Collegiate)**: Use this to record classroom teaching at the college level. This report type is also used to record graduate student teaching under your supervision. Typically one would make one entry for each semester course.

For questions or assistance, call 706-542-7786 or email gacounts@uga.edu