



Prairie View A&M University
Cooperative Extension Program

**Checklist for County Extension Agents to Use with Program Area Committees
(Banner Programs)**

- 1. Assist the county Extension agent with the planning phase of programming.**
 - Annually review the county situation, program evaluations, needs assessments, and the TCCFF County Action Plan related to the area for which the committee has advisory responsibility.
 - Identify and prioritize programming needs, goals and opportunities.
 - Select best-practice programs for addressing high-priority needs.

- 2. Assist the county Extension agent with the implementation phase of programming.**
 - The agent will first contact the specialist responsible for the banner program and let him or her know it will be used.
 - Discuss the banner program and how it will be implemented with the county Extension agent.
 - Help market the program, using the marketing materials provided with the curriculum.
 - Engage resource people to help present the program. Gather other necessary resources.

- 3. Assist the county Extension agent with the evaluation phase of programming.**
 - Before the program begins, review with the agent the evaluation methods and instruments prescribed by the program. (These cannot be changed because banner programs must be evaluated and interpreted uniformly across the state.) If there are questions, the agent should contact the specialist.
 - With Regional Program Directors, subject matter specialists, and evaluation specialists, review the evaluations at the end of the program and determine how the program can be improved in the coming year.

- 4. Assist the county Extension agent with the interpretation phase of programming.**
 - Identify the programming successes and evaluation results that will be highlighted when interpreting or promoting the program to interested stakeholders and to the Leadership Advisory Board.
 - Identify stakeholders (individuals and groups) who should know about the success of the program so that interpretive information can be targeted to them.
 - Help make presentations about the program to the county Leadership Advisory Board, County Commissioners' Court, and other stakeholders.

- 5. Assist the county Extension agent with committee membership rotation to insure optimum representation and diversity.**
 - Review the membership rotation clause in the Program Area Committee by-laws and identify potential new committee members to replace those whose terms have expired.
 - Help contact potential committee members.
 - Help orient new committee members to their tasks and the committee's role.

- 6. Use the best management practices for the management of external support funds adopted by The Texas A&M University System and Texas Extension.**
 - Help determine how the external support fund (account) will be managed and controlled by committee or task force members and assign that responsibility to members.

Year: _____ County: _____ CEA: _____