

## ANNUAL REPORT GUIDELINES

In order to fulfill the requirements of County Law 224 it is time to compile annual reports. The report should cover the program October 1, – September 30. County Law requires that this report be submitted to county government prior to December 31.

To assist you in the preparation of your annual report we offer the following guidelines:

1. Prepare the cover following the guidelines presented in the Cornell Cooperative Extension Style Manual. A sample cover will be provided electronically to all executive directors, with logos and guidelines.
2. The annual report should:
  - Clearly communicate program priorities, well-stated goals, progress and accomplishments. It should include one or two statistical tables using available data. Also include audience contacts, as this tells the CCE story. The report must include fiscal information of a general nature.
  - Be a composite reflection of an association program. When a project is interdisciplinary in nature, report it as such. This report should also include program highlights of regional specialists and multi-association programs.
  - Correlate with your plans of work and include other work not reflected in the plans of work. Programs for diverse audiences should be highlighted.
3. If a popular version of your report is prepared, keep this version as simple and as visual as possible. You may wish to utilize the information and format presented in the Cornell Cooperative Extension Success Stories to highlight program successes. Copies of these reports are of value to extension administration and are used widely. Use this as an opportunity to place a value on Extension programs.
4. Additional special reports may be attached as supplemental information to the annual report.
5. Examples of annual reports are often shared at executive directors' meetings. Plan to share the association report along with a description of its uses.

Please submit one (1) copy of your association's annual report to Julie Spencer, 379 Roberts Hall, Cornell University, Ithaca, NY 14853-5905, on or before **March 31**. Failure to submit a report by **March 31** may result in a loss of funds to the association. Do not confuse this annual report with other required program narrative reports. This report is far more extensive.