# WyoVita (Faculty 180) Tip Sheet

## How to Enter Program Management (April 2020)

Program management is fundamental to the program. It includes the critical tasks necessary to keep the program running smoothly and it often doesn't include a teaching role. Examples include fundraising and donations, volunteer recruitment and screening, organizing master gardeners, recognition and achievement programs, facility management/maintenance, etc. This tip sheet focuses on how to enter contacts you have in managing the program. Program Management is reported under UW Extension-Educational Programs and Contact Reporting.

**IF** you have an educational program associated with a program management activity, it will require two entries so that the program participants are kept separate. For example, over the course of the year you have several contacts to solicit donations to support the program. You might have written letters to past donors for county fair awards, you might have conducted a local fundraiser for general program support, you might have given a presentation to a civic group to obtain funds for a specific educational program and you might have organized a campaign to personally visit new potential donors. If part of the campaign to recruit new donors involved teaching volunteers how to make a successful "ask" you would report that workshop in a separate entry.

**TIP:** It is not necessary to enter contacts individually, group them as it makes sense based upon the type of management activity and use your professional judgement regarding whether or not the contact is substantial enough to report. Not all contacts have to be reported. Program management is also a category that you could enter once at the end of the year.

There are three parts to complete for program management:

- A – Reporting Timeframe
- G – Program Management
- H – Number of Participants and Demographic Information

## Reporting Timeframe:

To capture the calendar year, select J Term for the start semester and Fall for the end semester. Remember to select the appropriate year in which you are reporting.

**Program Management:**

The type of management activity will vary depending upon your initiative team and/or if you are a county coordinator. Include any type of effort that requires coordination and oversight but doesn't include a teaching role. Provide a brief description of the management activity in the text box as shown below.

**TIP**: The text box does not have a character limit so include as much information as you feel necessary to adequately describe your role. It will appear truncated in the text box but the full text will appear in the report.

**TIP:** Contacts could be entered monthly, quarterly, or annually. Do what works for you. It might even make sense to enter them seasonally depending on the type of management activity.
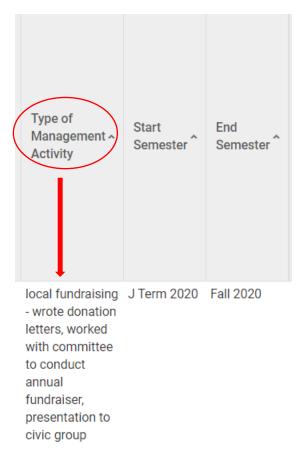
**G** Program Management

Includes any activity(ies) that are fundamental to the program, requires coordination and oversight but does gardeners, recognition and achievement programs, facility management/maintenance, etc.

**Enter only demographic information when reporting program management.**

| Type of Management Activity | local fundraising - wrote donation letters, worked with comm |
|---|---|

Below is what the entry will look like after it is saved. You can see that all the information entered in the text box is there.

| Type of Management Activity | Start Semester | End Semester |
|---|---|---|
| local fundraising - wrote donation letters, worked with committee to conduct annual fundraiser, presentation to civic group | J Term 2020 | Fall 2020 |

**Participant Numbers and Demographics:**

Most program management efforts will involve DIRECT contacts.

**TIP**: You can enter the contacts monthly, quarterly, annually or seasonally. Consider the earlier fundraising example. Count the number of contacts for each of those efforts and report the total in one entry. Remember if one volunteer was involved in multiple efforts, each contact is counted. It isn't one contact because it's the same volunteer, it's 3 contacts because that volunteer was involved in three fundraising efforts.

The number of youth and adult participants is required. Since it's not part of the civil rights demographics, make your best guess. Because it is required you do need to enter a number. For example, if you do not have any adult or youth participants you will need to enter 0.

The number for gender, ethnicity and race must equal the total number of participants. If participants have not self-disclosed their demographic information, you would enter the number of participants in the "Did Not Respond" line.



**Save Your Entry:**

The system does not automatically save your entries. Please save often. There are several options to save your entry:

- Save
- Save and Add Another (returns you to the same section)
- Save and Go Back (returns you to the list of sections)



If you have additional questions about how to report work in Program Management in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.