WyoVita (Faculty 180) Tip Sheet

How to Enter Program Management

(updated November 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 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, livestock weigh-ins are a common activity in 4-H and would often fall under program management because you worked with a committee to select the date, organize the flow for animals to enter the scale and record the weights. IF you offered a workshop for new members to learn about rate of gain during the livestock weigh in that would become a separate entry because it is an educational program in addition to program management.

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.

Complete the following parts for program management:

- A – Reporting Timeframe
- B – Educational Program Information
- C – Program Description/Educator Role
- ~~G – Program Management~~ (no longer necessary)
- 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.

Complete the following fields to report program management. Reporting program management as shown in the screen shot below will make it easier to identify in your Extension Report.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of educationa programming. If the program does not fit one of the NIFA planned programs, please select "Other Educational Program".

If the content of the activity you are reporting on is directly related to Covid-19 select "Yes". Sewing masks, resiliency planning, food distribu reporting activities that do not relate to Covid-19 even if they are delivered through distance learning because of the pandemic.

Programing Area	Other ▼ Program Management
Title of Program / Activity	Livestock Weigh-Ins
Start Date	
End Date	
Contact Location	Converse ▼
Number of Programs Taught	
Number of Instructional Hours	
Number of Collaborative Partnerships	
Is this activity directly related COVID-19?	Select ▼

Enter the general type of program management activity in the Title of Program/Activity.

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.

Provide a brief description of the management activity in the Program Description/Educator Role.

C Program Description/Educator Role

Program Description/Educator Role: How long was the program? Was it a one time workshop or a series of classes? Describe special activities or teach for the public (Farmer's Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Community or Demonstration Garden, etc.)? Al

Program Description/Educator Role	Worked with the county livestock committes to conduct 3 weigh-ins (beef, sheep, and swine).

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 livestock weigh-ins example. Count the number of participants for each of those efforts and report the total in one entry. Remember if one participant was involved in multiple efforts, each contact is counted. It isn't one contact because it's the same participant, it's 3 contacts because that participant was involved in three different weigh-ins – one for beef, one for sheep and one for swine.

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.