WyoVita (Faculty 180) Tip Sheet



How to Enter Resource Development (April 2020)

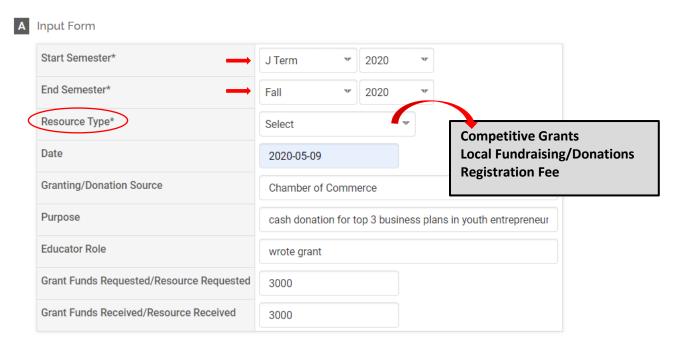
Resource Development includes competitive grants, local fundraising/donations and registration fees. This section is about the resources generated to support local Extension programs, not the number of contacts.

TIP: Grants which required a green sheet and are housed at UW Sponsored Programs should be entered under Grants, not UW Extension – Resource Development.

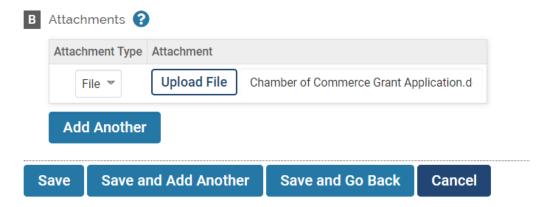
To capture the calendar year, please select J Term for the Start Semester and Fall for the End Semester. Remember to select the correct year for which you are reporting.

The dropdown menu for Resource Type includes: Competitive Grants; Local Fundraising/Donations; Registration Fees. Select the most appropriate option. The remaining information fields are the same.

TIP: Remember to include grants which were not funded. It takes as much effort to complete and submit a grant which is not funded as it does any others. Indicate the amount of funds requested and enter 0 in the grant funds received.

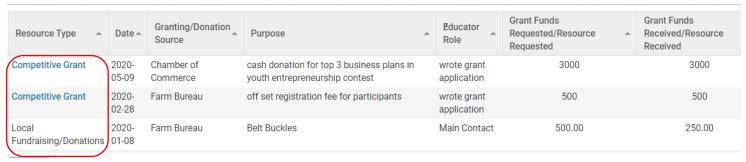


Use the attachments field to upload documents which reflect your <u>best</u> work in resource development. It is not necessary to include everything. Be selective and choose the most appropriate documents. Examples include grant applications, award letters, fundraising plans, etc. Remember to save your entry.



Once you have uploaded an attachment and saved the entry, the font color changes making it easy for you and your supervisor to see which entries have attachments.

UW Extension - Resource Development



Resource Development is also a section where it might make sense to combine entries. Solicitations for donations from local businesses could be reported in one entry especially if they are being used for the same purpose. Another example might be local fundraising for general program support like 4-H Carnivals or selling the Holiday Meat Gift Boxes from the UW Meat Science Club. Those could easily be reported in one entry.

A Input Form

| Start Semester* | J Term | 2020 |
|--|---|--------|
| End Semester* | Fall | 2020 Ψ |
| Resource Type* | Local Fundraising/Donations ▼ | |
| Date | 2020-5-15 | |
| Granting/Donation Source | local businesses | |
| Purpose | donations for craft activity at 4-H camp | |
| Educator Role | wrote letter soliciting donations and followed up with person | |
| Grant Funds Requested/Resource Requested | | |
| Grant Funds Received/Resource Received | 300 | |

TIP: Report contacts reached in Resource Development under Program Management in UW Extension – Educational Programs and Contact Reporting. Please refer to the Tip Sheet on Program Management for more information.

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