

Reports Objectives:

- 1. For deserved recognition**
- 2. To share good ideas**
- 3. To influence project participation**
- 4. To support state goals**
- 5. To share important statistics**

“Bump Up” Events

- 1. “Piggyback”
existing events
with new projects**
- 2. Correlate State
Goals with new
and old projects**
- 3. Report, Report,
Report!**

Speaker Notes for “Reports Hints”

Purpose: Because many local and county HCE Groups are missing out at recognition time by not completing state reports and because sharing ideas and accomplishments is vital...

Objectives:

- For deserved recognition while finding success
- To provide and share good ideas and experiences
- To influence project participation that motivate members
- To support state goals while encouraging record keeping
- To share important statistics

- I. PowerPoint presentation (Handout A)

- II. Reports Hints (Handout C)
 1. **Who** prepares the reports? For Working Committees, the report writer might be a committee member or that entire committee as a team who shares the reporting of successful events or projects. For committees which feel less confident than to accomplish a report, help from another organization member with experience in such writing might be advisable though many groups depend on FCS advisors or do not report at all.
 2. **What** to report? Good planning begins with publication of updated state goals. Choose a single portion (or multiples) from the state project goals and plan events and projects around that goal. Attaching or embellishing existing events is an excellent way to begin that planning. Report those plans to the general assembly as a resolution if it is a new event or project. That resolution should be voted upon as though it were new business already with a motion and a second. Discussion (including amendments) is in order and a vote should be taken. That step assures the general membership buys in and will become involved in fulfilling the objectives.
 3. **When?** Ideally, reporting should begin while events or projects are in process! Newspaper articles announcing or reporting successes (whether published or denied!) and action photos of the process as well as of the actual fulfillment are important to reports. Timely reports must be submitted to the state reports chair postmarked by February 1 of any year. Be sure to follow “Criteria for Project Reports” found in (Handout B)
OHCE Policy Book.
 4. **Why?** (See “objectives.”) (Visual 1)

- III. Bump Up events into Reportable Projects by examining local and county OHCE/Extension/community events for likely “piggyback” opportunities
 - Church Groundhog breakfast to distribute OHCE nutritional protein benefits
 - Spring Livestock Show to highlight farm safety, fresh egg handling safety, or a membership drive
 - OHCE Week shone campaign for membership recruitment, etc (Visual 2)
(Activity)

- IV. Correlate annually changing State OHCE goals with events to produce “reportable” projects that gain important recognition

- V. Announcements: Attend “What’s Next for Committees” State Meeting July 2018