

# **Agriculture in the Classroom Committee**

## **2018 Program Report Help Guide – Due date- July 1**

*The Wisconsin AITC program has several reports that we must fill out that require extensive tracking information. We appreciate your help in giving us accurate participation and usage numbers from your county. This guide helps address some of the questions on the County Report Forms. For additional questions or help, please contact Darlene Arneson, [darneson@wfbf.com](mailto:darneson@wfbf.com) or call 608.828.5644.*

***You can use whatever 12-month time period works for you. i.e. You can use September 1 – August 31, the start of school through the summer, or whatever 12-month time period works for you!***

### **County Organization**

Where do you find budget information? If you attend your monthly county Farm Bureau meetings, you should be able to get it from the financial reports. Or ask your Farm Bureau field staff, county secretary or county president.

Please list funding sources for your activities (county Farm Bureau, FFA Alumni, etc.)

***List any groups that gave you money or funding for the Ag in the Classroom program***

Please list any in-kind donations that you used:

***List donations that did not include money. Examples would be door prizes, items to pass out in class, food for snacks or lunches, printing costs that weren't charged or anything given to use in the program that you did not pay for.***

If you are uncertain about who is on your county Ag in the Classroom committee, ask your Farm Bureau field staff, county secretary or county president.

### **Teacher Training and In-services**

Does your committee conduct local teacher-training workshops? Yes \_\_\_\_\_ No \_\_\_\_\_ # Teachers \_\_\_\_\_

***These are workshops or teacher meetings that your county organized and conducted.***

Does your committee provide scholarships or other monetary support for teacher-training opportunities?

Yes \_\_\_\_\_ No \_\_\_\_\_

***Did you provide funds for teachers to attend the AITC Summer Teacher Training or other workshops (i.e. LEAF, KEEP, Trees for Tomorrow) that related to agriculture that teachers could attend?***

Does your committee have an applicant or a nominee for the Agriculture in the Classroom Outstanding Teacher Award last year?

***Did you have an applicant this past year?***

How many schools did your program contact? \_\_\_\_\_ How many teachers/classes? \_\_\_\_\_

***'Contacts' could include mailings, phone calls, class visits or other contact methods.***

***Number of schools includes the individual schools – not just school districts. A school district might have four elementary schools and two private schools that you contacted.***

***Number of teachers/classes- includes the total number of teachers or classes that you contacted. A school may have four fourth-grade teachers that you contacted.***

Estimate **how many** teachers contacted/trained county-wide with AITC programs, in-services, curriculum or other resources during the past year in the following categories:

\_\_\_\_\_ 0-1/2 hours                      \_\_\_\_\_ 1/2 - 2 hours                      \_\_\_\_\_ 3-5 hours  
\_\_\_\_\_ 6-10 hours                      \_\_\_\_\_ 11-20 hours                      \_\_\_\_\_ 20-30 hours  
\_\_\_\_\_ 30+ hours

**How many teachers did you reach in each time period? For example, if you had 10 teachers attend a one-hour teacher in-service, you would put a 10 in the 1/2-2 hours category. If you also had one teacher attend the summer teacher training, you would put a 1 in the 6-10 hour category. If you had a booth set up and five teachers stopped, put 5 in the 0-1/2 hour category.**

**County Ag in the Classroom Activities**

Did your county sponsor/conduct farm tours?                      Yes \_\_\_\_\_ No \_\_\_\_\_

**How many of your AITC or Farm Bureau members offer farm tours?**

**Do you have a contact list that teachers can use to call farms for farm tours?**

AITC Information Meetings: This involves any volunteers or teachers that attended any of the fall information meetings, workshop at WFBF Annual Meeting, conference calls or other trainings/meetings offered by Wisconsin AITC.

Estimate the number of students reached county-wide through their teachers with AITC programs, curriculum or other resources during the past year.

Elementary (K-6) \_\_\_\_\_                      Secondary (7-12) \_\_\_\_\_

**Estimate how many students are learning about agriculture directly from their teachers who use AITC materials. If you know the number of teachers or classes that use your materials, you can multiply that number by the number of students in each class.**

Estimate the number of students reached county-wide directly with AITC staff/volunteers with programs, curriculum, or other resources during the past year.

\_\_\_\_\_ of Volunteers                      Elementary (K-6) \_\_\_\_\_                      Secondary (7-12) \_\_\_\_\_

**How many students have the AITC volunteers actually contacted in school visits, farm tours or other direct contact during the year?**

If your county has paid AITC staff, how many students did they contact?

***Paid staff is anyone who is working full or part-time for a county to do AITC work.***

What are pre-service students? ***Any college student who is going majoring in education. Did you do any training sessions at colleges? Were there student teachers or interns attending some of your in-school events?***

What other activities did your committee conduct?

***Your chance to describe other activities or programs your AITC Program offers that weren't covered elsewhere in the report form. You can use one of the five additional pages to also expand on your county's program.***

Number of volunteer hours- ***Don't forget to add in any hours preparing for meetings or events, time spent assembling materials, doing mailings, driving to and from an activity or any other planning time involved. I really need this number - don't forget all of your (and others) time spent on AITC.***