

COOPERATIVE AGREEMENT

Res. 17142

AN AGREEMENT by and between Jackson County, Missouri, hereinafter called "County" and the **UNIVERSITY OF MISSOURI EXTENSION COUNCIL OF JACKSON COUNTY**, 1106 W. Main Street, Blue Springs, MO 64015, a Missouri not-for-profit organization, hereinafter called "Council," to assist in providing various costs to support extension staff in programs and services for citizens of Jackson County, at a cost to the County not to exceed \$200,280.00

WHEREAS, the County recognizes its statutory obligations to the extension program under Section 262.597, et seq., RSMo 2000; and,

WHEREAS, the County will assist the Council in providing secretarial salaries, office facilities, telephone, postage, travel, equipment, printing, and supplies to support the Council's staff in programs and services for citizens of the County;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and the Council respectively promise, covenant and agree with each other as follows:

1. **Services Provided.** Council agrees to provide secretarial salaries, office facilities, telephone, postage, travel, equipment, printing, and supplies to support extension programs and services for citizens of Jackson County, in accordance with the proposal and budget attached hereto as Exhibit A.

2. **Terms of Payment.** The County agrees to pay to Council the amount of \$200,280.00, in quarterly installments of \$50,070.00 each. The first payment shall be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports required under paragraph 3, below.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter, or within 30 days upon of execution of contract, whichever occurs first, under this Agreement, the Council shall submit a quarterly report, including canceled checks and invoices, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of the Council's activities pursuant to this Agreement. The Council's failure to submit this annual report shall disqualify the Council from future funding from the County.

4. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of the Council pertaining to the finances and operations of the Council.

5. **Default.** If the Council shall default in the performance or observation of any term or condition of this Agreement, the County shall give the Council written notice setting forth the default and the correction required. If said default shall continue by the Council, and not be corrected within 10 days of the receipt of the notice, the County may at its election terminate the contract and withhold any payments not yet made to the Council. Said election shall not in any way limit the County's rights to seek legal redress.

6. **Conflict of Interest.** The Council warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract.

7. **Term.** This Agreement shall be effective upon execution, and shall terminate on December 31, 2010.

8. **Liability and Indemnification.** No party to this Agreement shall assume any

liability for the acts of any other party to this Agreement, its officers, employees or agents and Council shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Council during the performance of this Agreement.

9. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 15 day of April, 2010.

APPROVED AS TO FORM:
By: [Signature]
William G. Snyder, Acting County Counselor

JACKSON COUNTY, MISSOURI
By: [Signature]
Michael D. Sanders, County Executive

ATTEST:
[Signature]
Mary Jo Spino
Clerk of the Legislature

UNIVERSITY OF MISSOURI EXTENSION
COUNCIL OF JACKSON COUNTY

By: [Signature]
Chairman, Extension Council
44-0602985
Fed. I.D. or S.S. #

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$200,280.00 which is hereby authorized.

April 14, 2010
Date

[Signature]
Director of Finance and Purchasing
Account No. 002 8001 56789 \$68,978
003 8001 56789 \$131,302

80012010001

EXHIBIT
 tabbies
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OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

415 E 12th Street, 2nd Floor
 Kansas City, MO 64106

Email: auditor@jacksongov.org

RECEIVED
 SEP 10 2009
 JACKSON COUNTY
 AUDITOR'S OFFICE
 KANSAS CITY, MISSOURI

Section A: Organization or Agency Information page 1
 Section B: Agency's 2009 and 2010 Revenue Information page 2
 Section C: Individual Program Budget page 3
 Section D: Program Information pages 4 - 8

Section A: Organization or Agency Information

Name: University of Missouri Extension /Jackson County

Address: 1106 West Main, Blue Springs, MO 64015

Phone No: 816-252-5051 Fax: 816-252-5575

Website Address: <http://extension.missouri.edu/jackson>

Federal Tax ID No: 44-0602985 Fiscal Year Cycle: FY10

Name and Title of Contact Person: Cynthia Zluticky, County Program Director

Phone No: 816-252-5051 Email Address: zlutickyc@missouri.edu

Submittal of this request has been authorized by: Univ. of Missouri Extension Council of Jackson County

Summary of Jackson County Funding Request by Program

Program Name <i>(please prioritize with number 1 being most important)</i>	Amount
1. University of Missouri Extension Program	\$ 210,001
2. 4-H Science, Engineering, and Technology (4-H SET)	\$ 35,842
3	
Total Jackson County Funding Request for All Programs	\$ 245,843

Section B: Agency's 2009 and 2010 Revenue Information

Agency's 2010 Revenue Information

Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	Family Nutrition Education Program - Goes to MU	\$ 805,160	32
State	University of Missouri -Salaries - Stays at MU	\$ 953,207	38
Jackson County		\$ 245,843	10
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Grants and Donations to Extension Council	\$ 193,600	8
Fundraisers	Program and Service Fees to Extension Council	\$ 20,000	1
Other	Contract with LINC for 4-H Afterschool - University	\$ 298,116	12
2010 Total Projected Revenue		\$ 2,515,926	

Agency's 2009 Revenue Information

Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Family Nutrition Education Program Grant - to Univ	\$ 781,709	33
State	Univ. of Missouri - Salaries - Stays at University	\$ 953,207	40
Jackson County		\$ 175,280	7
Other Counties		\$ -	0
City		\$ -	0
Charity/Donations	Grants and Donations	\$ 115,278	5
Fundraisers	Program and Service Fees	\$ 15,000	1
Other (please list)	Local Investment Commission - to University	\$ 352,352	15
2009 Total Revenue		\$ 2,392,826	

If your agency received funding from Jackson County in 2009, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 175,280	MU Extension Program

2009 Total Jackson County Funding \$ 175,280

Section C: REVISED Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding.
 Program Name, Priority, and Total Program Request Amount from this sheet must match
 information entered under Page 1, Section A.

Agency Name: University of Missouri Extension/Jackson County

Program Name: University of MO Extension Program Priority: _____

REC

DEC 30 2009

JACKSON COUNTY
 AUDITOR'S OFFICE
 KANSAS CITY, MISSOURI

Personal Services					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
Office Manager	40	2,080	1.00	\$ 13.67	\$ 28,434
Secretary/Receptionist	40	2080	1.00	\$ 10.45	\$ 21,736
Secretary/Receptionist	40	2080	1.00	\$ 11.83	\$ 24,606
Part-time 4-H Secretary	25	1300	0.63	\$ 10.45	\$ 13,585
					\$ -
					\$ -
Total Salaries					\$ 88,361
Total Benefits					\$ 15,283
Total Personal Services					\$ 103,644
Contractual Services					
Rent for the Extension Offices in Blue Springs and Kansas City					\$ 67,836
Phone Service					\$ 3,300
Copier Lease					\$ 4,000
Audit					\$ 500
					\$ -
					\$ -
Total Contractual Services					\$ 75,636
Supplies					
General Office, Janitorial and Program Supplies					\$ 4,000
Travel/Mileage for 19 employees					\$ 16,000
Equipment Maintenance, Repair and Replacement					\$ 1,000
					\$ -
					\$ -
					\$ -
Total Supplies					\$ 21,000

Total Program Request \$ 200,280

University of Missouri Extension/ Jackson County

1501 NW Jefferson
Blue Springs, MO 64015
Phone: 816-252-5051
Fax: 816-252-5575

Office Manager

Location: Jackson County Extension Center
1106 West Main
Blue Springs, MO 64015

Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
1 hour lunch break

Benefits: Competitive Salary, Tax-deferred Annuity, Health Insurance Option, Holidays, Sick Leave, Funeral Leave, Vacation, Personal Days, Service Awards and Recognition, Training and Development Opportunities.

Summary of Position: Provide administrative support for the County Program Director and the Jackson County Extension Council. Bookkeeping duties include payroll, quarterly reports, management of extension council accounts using Quickbooks, maintain financial records. Annual budget for the Extension Council is in the \$250,000 range.

Minimum Qualifications: A high school diploma or G.E.D.
Three years experience in working in an office environment. Two years bookkeeping experience including payroll. Demonstrated skills must show competency to utilize computer-based office software. Ability to type 45 wpm accurately. Ability to work for multiple staff with minimal supervision. Strong communication and people skills.

Preferred Qualifications: Experience working with Quickbooks, Familiarity with Microsoft Word, Access, Excel, MyMail List, Outlook and Publisher. Proficient typing skills. Excellent phone and communication skills. Strong customer service skills, ability to maintain effective relationships with co-workers, volunteers and clientele. Ability to multi-task. Organized, accurate, dependable with positive attitude and willingness to work as part of a team.

Detailed Description of Duties: Maintain office financial records and files, receive and account for funds, prepare deposits, reconcile bank statements, prepare checks for signatures and send to claimants, maintain and prepare payroll for four employees, complete and submit quarterly liability reports, manage petty cash fund, bill other departments/organizations as needed, maintain adequate supply on postage meter, reconcile vendor statements, prepare monthly treasurer's report, print and distribute specialist ledger reports, coordinate and prepare for annual financial audit, order supplies

for the offices, coordinate maintenance of office equipment, prepare materials for council monthly meetings and mailings to council members, post newsletters and PDF files to the website, maintain office equipment inventory, open and sort mail, provide administrative assistant support to the County Program Director, assist with other duties as assigned to facilitate operations at the University of Missouri Extension Offices in Jackson County.

Accountability:

County Program Director has overall supervision of all support staff hired by the Jackson County Extension Council.

The Jackson County Extension Council employs this position.

University of Missouri Extension does not discriminate on the basis of race color, national origin, sex, sexual orientation, religion, age, disability or status as a Vietnam-era veteran in employment or programs.

University of Missouri Extension/ Jackson County

1106 West Main Street
Blue Springs, MO 64015
Phone: 816-252-5051
Fax: 816-252-5575

Job Description

Position: Receptionist/Secretary

Location: Kansas City Office located at Pioneer College
2700 E. 18th Street, Suite 240
Kansas City, MO 64127

Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.
½ hour lunch break

Benefits: Competitive Salary, Tax-deferred Annuity, Health Insurance Option, Holidays, Sick Leave, Funeral Leave, Vacation, Personal Days, Service Awards and Recognition, Training and Development Opportunities.

Summary of Position: Provide a variety of clerical support and overall office maintenance for four extension specialists and three youth education assistants. Work supports educational programming for youth and adults.

Minimum Qualifications: A high school diploma or G.E.D.
Two years responsible office experience is necessary. Directly related education or training beyond high school may be substituted for experience. Demonstrated skills must show competency to utilize computer-based office software. Ability to type 45 wpm accurately. Ability to work for multiple staff with minimal supervision. Strong communication and people skills.

Preferred Qualifications: Familiarity with Microsoft Word, Access, Excel, Outlook and Publisher. Proficient typing skills. Excellent phone and communication skills. Ability to multi-task. Organized, accurate, dependable with positive attitude and willingness to work as part of a team.

Detailed Description of Duties: Serve as office receptionist, greeting and assisting office visitors. Answer multi-line phone system, accurately relay messages and direct calls appropriately. Prepare correspondence, newsletters, brochures, presentation materials

and other documents for three extension specialists and two youth program assistants. Keep office and supply inventory and order office supplies as needed. Maintain office equipment and call for repairs as needed. Send copier usage totals to office manager each month. Maintain postage meter and reauthorize additional postage as needed. Distribute mail daily and post notices. Order postal supplies, prepare mass mailings and make proper use of penalty mail. Maintain office administrative files. Process payroll time sheets and send to appropriate location, enter travel in system and forward to West Central Regional Office, process and send check requests and bills to County Program Director. Order University publications, forms and other materials. Arrange and update publications rack. Schedule use of the conference room and audiovisual equipment. Process soil samples and plant samples. Schedule and proctor Independent Study tests. Assist with other duties as assigned to facilitate operations at the University of Missouri Extension Offices in Jackson County.

Accountability:

The County Program Director has supervision for this position with daily supervision provided by the Kansas City Office Coordinator.

This position supports the Extension Specialists and staff at the Kansas City Office.

The Jackson County Extension Council employs this position.

University Outreach and Extension does not discriminate on the basis of race color, national origin, sex, religion, age, disability or status as a Vietnam-era veteran in employment or programs.

University of Missouri Extension/ Jackson County

1501 NW Jefferson
Blue Springs, MO 64015
Phone: 816-252-5051
Fax: 816-252-5575

Job Description

Position Title: Receptionist/Secretary
Location: Jackson County Extension Center
1106 West Main Street
Blue Springs, MO 64015

Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
1 hour lunch break, Two fifteen minute breaks

Benefits: Competitive Salary, Tax-deferred Annuity, Health Insurance Option, Holidays, Sick Leave, Funeral Leave, Vacation, Personal Days, Service Awards and Recognition, Training and Development Opportunities.

Summary of Position: Serve as primary receptionist for office answering multi-line phone and greeting clientele that come into the office. Provide a variety of secretarial support for three extension specialists, one horticulture educator and the Master Gardener Program.

Minimum Qualifications: A high school diploma or G.E.D.
Two years responsible office experience is necessary. Directly related education or training beyond high school may be substituted for experience. Demonstrated skills must show competency to utilize computer-based office software. Ability to type 45 wpm accurately. Ability to work for multiple staff with minimal supervision. Strong communication and people skills.

Preferred Qualifications: Familiarity with Microsoft Word, Access, Excel, MyMail List, Outlook and Publisher. Proficient typing skills. Excellent phone and communication skills. Strong customer service skills, ability to maintain effective relationships with co-workers, volunteers and clientele. Ability to multi-task. Organized, accurate, dependable with positive attitude and willingness to work as part of a team. Experience working with a volunteer program a plus.

Detailed Description of Duties: Primary receptionist that answers multi-line phone system and accurately relay messages and direct calls appropriately. Greet visitors to the office and distribute mail to staff. Prepare correspondence, newsletters, brochures, presentation materials and other

documents for three extension specialists and one horticulture educator. Provide secretarial support for the Master Gardener Hotline Office Operations. Prepare mass mailings and make proper use of non-profit postage permit. Prepare both e-mail and hard copy mailings of newsletters and weekly updates to Master Gardeners. Maintain databases related to programs including Master Gardener Directory. Work with other support staff on office file management. Send payroll time sheets, check requests and bills to bookkeeper. Order University publications, forms and other materials. Arrange and update publications rack. Schedule use of the conference room and audiovisual equipment. Process soil and plant samples. Follow proper cash handling procedures for department ledger. Proctor Independent Study tests and private pesticide application testing. Assist with Website Update. Assist with other duties as assigned to facilitate operations at the University of Missouri Extension Offices in Jackson County.

Accountability:

The County Program Director has supervision for this position

This position will provide support for Horticulture, and Community Development Specialists and Educator.

The Jackson County Extension Council employs this position.

University of Missouri Extension does not discriminate on the basis of race color, national origin, sex, sexual orientation, religion, age, disability or status as a Vietnam-era veteran in employment or programs.

University of Missouri Extension/ Jackson County

1106 West Main
Blue Springs, MO 64015
Phone: 816-252-5051
Fax: 816-252-5575

Job Description

Position Title: Part-time Secretary
Location: Jackson County Extension Center
1106 West Main
Blue Springs, MO 64015

Hours: Exact Schedule to be determined. 24-28 hours a week
Office Hours are Monday – Friday 8:00 a.m. – 5:00 p.m.

Benefits: Position is not benefit eligible

Summary of Position: Provide a variety of secretarial support for the 4-H program and other extension programs.

Minimum Qualifications: A high school diploma or G.E.D.

Two years responsible office experience is necessary. Directly related education or training beyond high school may be substituted for experience. Demonstrated skills must show competency to utilize computer-based office software. Ability to type 45 wpm accurately. Ability to work for multiple staff with minimal supervision. Strong communication and people skills.

Preferred Qualifications: Familiarity with Microsoft Word, Access, Excel, Outlook and Publisher. Proficient word processing skills. Excellent phone and communication skills. Strong customer service skills, ability to maintain effective relationships with co-workers, volunteers and clientele. Ability to multi-task. Organized, accurate, dependable with positive attitude and willingness to work as part of a team. Experience working with a volunteer program a plus.

Detailed Description of Duties: Prepare correspondence, newsletters, brochures, presentation materials and other documents for extension specialists and provide secretarial support for the 4-H Program. Maintain the 4-H Blue Ribbon database and fair program. Prepare mass mailings and make proper use of non-profit postage permit. Send payroll time sheets, check requests and bills to bookkeeper. Order University and 4-H publications, forms and other materials. Schedule use of the conference room and

audio-visual equipment as needed by extension specialists. Follow proper cash handling procedures for department ledger. Proctor Independent Study tests. Process soil tests and pressure canner testing. Assist with other duties as assigned to facilitate operations at the University of Missouri Extension Offices in Jackson County.

Accountability:

The County Program Director has supervision for this position.

This position will support 4-H Extension Specialists and the Office Manager. Currently these are Meg Sage Mach, Leon Moon, Beth Rasa, and Crystal Lutgen.

The Jackson County Extension Council employs this position.

University of Missouri Extension does not discriminate on the basis of race color, national origin, sex, sexual orientation, religion, age, disability or status as a Vietnam-era veteran in employment or programs.

University of Missouri Extension/ Jackson County

1106 West Main Street
Blue Springs, MO 64015
Phone: 816-252-5051
Fax: 816-252-5575

Job Description

Position: Part-time Custodian

Location: 1106 West Main Street
Blue Springs, MO 64015

Hours: 8-10 hours a week as arranged

Benefits: Position is not benefit eligible

Summary of Position: Provide a variety of janitorial support for the University of Missouri Extension Office located in Blue Springs.

Minimum Qualifications: A high school diploma or G.E.D.
Two years experience in a janitorial position.

Preferred Qualifications: Experience in office or school setting. Ability to follow directions. Strong people skills.

Detailed Description of Duties: Provide general cleaning such as emptying trash, vacuuming, cleaning bathrooms, scrubbing floors, washing windows, watering plants, and dusting. Set up and arrangement of meeting room as requested. Lock-up and secure office before leaving.

Accountability:

The County Program Director has supervision for this position

The Jackson County Extension Council employs this position.

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CLASS TITLE: 4-H YOUTH DEVELOPMENT PROGRAM ASSISTANT
SUPERSEDES: Youth Education Assistant

CODE: 3623
ISSUED: 7/2003

BASIC FUNCTION AND RESPONSIBILITY

To assist in the management and support of 4-H Youth Development programs in assigned geographic area, under the guidance and supervision of the 4-H Youth Development Specialist or Educator.

CHARACTERISTIC DUTIES

- Assist in the planning and coordination of educational events, contests, and programs in the county.
- Assist with the 4-H volunteer management system, including management of enrollments, records, training, resources and recognition for volunteers.
- Assist in the management of financial and in-kind resources including collecting and recording fees, keeping financial records, and preparing reports as directed by supervisor.
- Assist in the supervision of selected paid staff such as clerical support staff, work-study students, etc.
- Manage 4-H record keeping including working with 4-H enrollments systems and databases.
- Assist with 4-H marketing, including preparation of reports, newsletters, news releases and correspondence.
- Participate in training and development opportunities including child abuse and neglect policies, CPR, technology and other skills appropriate for the position.
- Adhere to and conduct programming in accordance with Civil Rights Act, Title IX, Rehabilitation Act, and state and regional affirmative action plans.

SUPERVISION RECEIVED

4-H Youth Development Specialist and/or 4-H Youth Educator

SUPERVISION EXERCISED

4-H Youth Development Specialist and/or 4-H Youth Educator

QUALIFICATIONS

High-school graduate (or GED equivalent)

Section D: Program Information

Complete each section for each program your agency is applying for funding.
All Program 1 information should be entered in the left column, all Program 2 information in the middle column,
and all Program 3 information in the right column

Program 1 Name	Program 2 Name	Program 3 Name
MU Extension	4-H SET Initiative	
Proposed Program Detail functions to be performed by each program:		
<p>Funds received from Jackson County provide office operation and general program support for MU Extension in Jackson County. Examples of programs performed with the support of Jackson County funds are described in the 2008 Annual Report attached. Programming by MU Extension in Jackson County is strongly oriented toward both Health and Parks and Recreation. Health related offerings such as the Family Nutrition Education Program, Eating From the Garden (nutrition and gardening for school-age youth), Kindergarten Farm Food Initiative (nutrition and local foods), Alianzas Bi-National Health Week, Indoor Air-Quality, and Faith-Based Emergency Management Training to name a few. Parks and Rec oriented programming includes the Master Naturalist program which trains 40 volunteers a year and has more than 100 active Master Naturalists doing volunteer work in the county, Master Gardeners, 4-H clubs and afterschool programs. County funds provide the direct costs of office rent and expenses, clerical salaries and benefits, telephone service, copier lease, office supplies and mileage, which are necessary to sup</p>	<p>Young people in Kansas City and Jackson County, particularly those from low-income backgrounds, need enhanced opportunities to be involved in 4-H programs that challenge them and give them the skills they need to be fully employed. These skills include oral and written communication using the latest social networking technologies; problem-solving; team-building; critical thinking; self-motivation and learning; as well as specific skills in science, engineering and technology. To further our mission to provide high-quality education in science, and technology, MU Extension 4-H will increase the number of Kansas City-area youth involved in 4-H SET curriculum from 200 learners in 2009 to 1000 learners in 2010. The goal will be accomplished by enhancing science, engineering and technology opportunities in current programs and create new programs as well. MU Extension 4-H has served eight school districts and annually more than 8000 students with school enrichment over the last 40 years. Because of changes in funding at the state level these programs are at</p>	

Participants	
Identify the number of participants by County that each program serves.	
Jackson	54,795 in 2008
Clay/Platte	
Cass	
Other	
Missouri	
Kansas	
Target Population	
<p>Extension programs serve residents of all ages, racial and socio-economic groups in urban, suburban and rural Jackson County. Specifically targeted audiences include: Youth K-12 * 4-H Youth and Volunteers* Pregnant Teens* Youth and Families at Risk* Daycare Directors and Teachers* Parents* Families* Educators* Health Agencies* Aging Population* Consumers* Homeowners* Food Service Employees* Community Leaders* Community Groups* Government Workers* Decision-makers* Small Business Owners* Entrepreneurs* Displaced Workers* Fire, Police and Emergency Personnel* Agri-Business/Farmers</p> <p>2008 Demographics of Extension Programs in Jackson County: 44.4% Caucasian; 37.2% African American; .9% Native American; .5% Asian American; 3.3% two or more; 13.1% Other; 14% Hispanic.</p>	<p>4-H School Enrichment Programs primarily target students that are in Kindergarten - 8th grade. The 4-H SET Initiative would primarily target the KCMO, Hickman Mills and Grandview School Districts. Additionally the 4-H SET Initiative will be used with Homeschool audiences. MU Extension will also increase the number of adults who are trained to work with youth in stimulating interest in science, engineering and technology-related careers by offering training for teachers, afterschool staff and volunteers.</p>
Target will be 1000 in the 4-H SET Program.	

<p align="center">Service Delivery Area</p> <p align="center">Identify your specific geographic service delivery for each program.</p>	
<p>The service area for our Extension programs is all of Jackson County. MU Extension is a statewide program with offices in every county of the state. Local funds support local operations. We have offices in both Kansas City and in Eastern Jackson County to provide better geographic access to services for the residents of Jackson County. We are delivering educational programs in all parts of Jackson County.</p>	<p>The 4-H School Enrichment program is currently happening in 8 school districts in Jackson County. The 4-H SET Initiative will be promoted heavily in the Kansas City School District. We currently have 4-H Afterschool occurring in the Hickman Mills and Grandview school districts through a contract with the Local Investment Commission.</p>
<p align="center">Fund Separation</p> <p align="center">Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.</p>	
<p>Funds are used to support two offices located in Jackson County. One is in Kansas City, the other is in Blue Springs. Funding also supports the travel within the county for Extension Specialists, Educators and Associates to deliver program in the communities of Jackson County.</p>	<p>We will only be working with schools in Jackson County.</p>

Approach & Method

List the top three (3) objectives for each program:

1. Be community link to the University of Missouri making land-grant university research accessible for citizens of Jackson Co.

Increase the number of young people who participate in science, engineering and technology-related education.

2. Reduce future health care costs and be a force for economic development by providing programming and being a community resource in the areas of Business Development, Community Development, 4-H Youth Development, Agriculture and Natural Resources, Human Environmental Science and Continuing Education.

Increase the number of adults employed by other agencies and volunteers who are trained to deliver science, engineering and technology-related curricula to youth

3. Provide quality information, education and recommendations which enhance the state's economy and individual's quality of life.

Increase the number of youth who take on mentoring or leadership roles in their community.

Detail specific methods you will use to achieve these objectives

Partner with gov. agencies, non-profits, community groups, education, and businesses so Extension can leverage resources, avoid duplication of services and extend the impact of programs. We utilize university resources and research-based information using formats of classes, workshops, seminars, consultations, websites, presentations, distance learning, demos, business resource center, news articles, exhibit/displays, group facilitation, hort hotline.

Programs and projects delivered in school classrooms during the school day. Afterschool clubs and programs. Conferences and trainings for adult volunteers, afterschool staff, community center staff, classroom teachers. Project resource kits that can be checked out by trained volunteers, staff and teachers.

Evaluation

Describe how the success of each program will be evaluated.

Indicate performance measures or statistics you will use to demonstrate the success of each program.

Written evaluations are used with training programs, projects, retreats and most group participation activities or programs. University of Missouri Extension uses the Outcome Based Measurement Model and Program Logic Models for all program areas. We have implemented an online reporting system which tracks program outcomes and participation.

Teacher evaluations and surveys of classroom learning. Post-tests on trainings. Student Pre-tests and Post-tests. Follow-up with participants in trainings. Increase enrollment in 4-H SET projects from current enrollment of 200 to 1000 by the end of 2010.

Notification

How will your organization make clients, the taxpayers, and the media aware of the generous funding received from Jackson County? (Please attach any examples)

Support from Jackson County is acknowledged in printed promotional materials. Whenever we are invited to speak about our organization, talk to the media about Extension or have a public Extension display we proudly acknowledge the vital funding we receive from Jackson County. It is clearly stated in our annual report.

Recruiting and registration materials will include that the program is generously supported by funding from Jackson County. Notice on our website as well as displays promoting the program.