

SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

DUE DATES FOR REPORTS FROM EXTENSION AGENTS

Name of Report	Mode of Submission	Submit To	Due Date
1. Quarterly Reports – Educational Contacts	Web for numbers	Office of Planning & Evaluation	
• First Quarter : July 1 – September 30	Mail in documentation		October 10
• Second Quarter : October 1 – December 31			January 10
• Third Quarter : January 1 – March 31			April 10
• Fourth Quarter : April 1 – June 30			July 10
2. Impact Reports – Reported Quarterly		Office of Planning & Evaluation	
• First Quarter : July 1 – September 30	Mail in		October 10
• Second Quarter : October 1 – December 31	Mail in		January 10
• Third Quarter : January 1 – March 31	Mail in		April 10
• Fourth Quarter : April 1 – June 30	Mail in		July 10
3. Plan of Work	Bring to July meeting	Kasundra Cyrus (Specialist, F/H Dev.)	July 15
4. FF-NEWS (Families First - Nutrition Education and Wellness System)	Mail in	Specialists, Nutrition – State Office	10th of every month
5. Parenting Program	Mail in	Specialists, Family and Human Development – State Office	30th of every month
6. YES Program (Youth Educational Support After School Program)	?????	Specialists, Youth Development – State Office ????	????
7. 2501 Project	Mail in	Specialists, Agriculture – State Office	10th of every month
7. Outcomes Reports	Mail in	Office of Planning & Evaluation	10 th of every month
8. Minutes of Parish Advisory Councils	Mail in	Office of Planning & Evaluation	After every meeting
LAMP (Louisiana Agricultural Mediation Program)	Mail in	Asst. Specialist/Analyst - LAMP	10 th of every month

Note: Please do not lump all reports together. Be sure you label each report properly to ensure that it gets to the intended office.