

**North Central SARE Program
2005 Call for Annual Reports**

Report Requirements

1. The Annual Report should cover professional development and SARE promotion activities conducted in the 2005 calendar year.
2. The report should not exceed five pages, excluding tables and attachments.
3. Specific information is requested in table form. All states must complete Table 1 (Progress Toward Outcomes) and Table 2 (Stakeholder/Advisory Group Membership). You do not have to complete Tables 3, 4, and 5 if they do not apply to your state program. You can create additional tables if there is other relevant information that you would like to present.
4. Table 1 should include most of the information about your program, and will probably be longer than a page in length.
5. Sections of the narrative report should include:
 - A. Summary – One page summary of progress toward outcomes, major activities and outputs. This single page summary will be posted on the web, and should provide a concise overview of the major outcomes and activities associated with sustainable agriculture professional development and SARE promotion in your state.
 - B. Background – Discussion of the status of the SARE Program and Professional Development in the state, including a review of survey results (or other pertinent background/baseline information).
 - C. Expected Outcomes – List of expected outcomes associated with sustainable agriculture coordination in your state.
 - D. Approach and Methods – Narrative description of the overall approaches and activities used to achieve outcomes. The role, activities and major meeting dates of the Advisory Council should be included in this section.
 - E. Other Information – This section can include any other narrative information you feel is important for the PDP Review Committee to understand about your state program.
6. **The 2005 Annual Report must be received by December 12, 2005.** Funding for the 2006 Plan of Work will not be considered unless a complete 2005 Annual Report is submitted by the due date.

Send both paper and disk copy of the 2005 Annual Report to:

North Central SARE Program
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Table 1. Progress Toward Expected Outcomes

Expected Outcome	Activities	Output	Outcome Measure
Educator Attitudes			
Educator Knowledge (list content areas)			
Educator Practice			
Other			

