HEALTHY TEXAS Y·O·U·T·H AMBASSADORS

TEXAS A&M
AgriLife
EXTENSION

REPORTING YOUR SUCCESS

PROGRAM

Schedule and complete educational programs in your community between June 1, 2021 and May 31, 2022.

REPORT

Submit individual program reports by the 3rd of each month using the online system at the link below.

SUCCEED

Ambassadors completing 40 service hours or more for the year will be eligible for participation in 2022-23.

EACH PROGRAM COMPLETED WILL BE SUBMITTED AS A SEPARATE REPORT. FOR PROGRAMS LASTING MULTIPLE DAYS, YOU WILL NEED TO SUBMIT MULTIPLE REPORTS.

40 HOURS

Remember, this is the system that keeps up with your hours. If you do not have *40 hours* reported in this system *by May 31, 2022*, you cannot continue as an ambassador!

HTYA REPORTING GUIDELINES

- Hours should be reported in *whole numbers only*. Do not report in minutes.
- *ONLY activities related to HTYA programs* that you assisted with can be reported. Participation in contests or fundraisers is not allowed!
- Each program section has a *maximum* number of *hours allowed*.
- *Planning Meetings* cannot be more than *2 hours* of your program total.
- *Program Delivery* should not exceed *6 hours* at any single event.
- *Program Preparation* is capped at *6 hours* including setup and tear down.
- *HTYA Summit training time* can be reported. A maximum of *8 hours* can be reported for the summit you attend.
- *Travel time* for programs can be reported; however, no more than *2 hours* for travel can be submitted.
- *Community Service* is a valuable way to serve your county. A maximum of *6 hours* can be reported for each event you participate in.
- *Hours must be reported on a monthly basis*. A monthly report will be sent to you and your county extension agent for review.

https://agrilife.az1.qualtrics.com/jfe/form/SV_9NZTLqLc3qjILVI

1

Please provide the following information:

First Name [▼]
Last Name [▼]

Select your first name from the drop down menu. They are sorted alphabetically.
Then select your last name from the drop down menu. Last name options do not appear until a first name selection is made.

2

Please select your County, Region and District
(Region & District will be automatically determined by your county):

County [▼]
Region [▼]
District [▼]

Select your county from the drop down menu. They are sorted alphabetically. Then select your region from the drop down menu, followed by your district, also a drop down menu. Region and District options do not appear until a county selection is made.
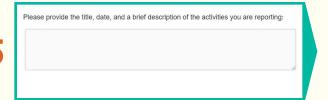
3

For what date are you reporting?

Month [▼]
Year [▼]

Select the month you are reporting for from the drop down menu. They are sorted as they would appear on a calendar. Then select the year you are reporting for from the drop down menu. Year options do not appear until a month selection is made.

4

Please select the type of activity you are reporting:
(Select all that apply)

☐ Educational Program
☐ Training

Select either education program or training depending on the type of report you are submitting.

5

Please provide the title, date, and a brief description of the activities you are reporting:

List the Title of the event and a brief description that includes how you prepared, who attended, where it was held, target audience, and any other pertinent information.

6

Of the total number of contacts provided above, how many were:

Youth [0]
Adults [0]
Total [0]

Enter how many people of each age were reached during your event.
The total number reached should match ethnicity, gender, and age.

7

Hours spent on these activities:
(Please round to the nearest quarter hour, e.g. - 15 min. = .25, 30 min. = .5, 45 min. = .75)

Planning Meeting: meeting with agent, committee, or organization to outline program [0]
Program Delivery [0]
Program Preparation: includes project research, setup/cleanup [0]
Training: Summit, monthly web training and local training [0]
Travel [0]
Total [0]

Enter the total amount of time spent on each program activity. Time should be entered by rounding to the nearest quarter hour.
ie: If program delivery was 30 minutes please enter that time as .5

8

Please upload a picture of you in action as a Healthy Texas Youth Ambassador from a program this month!

Drop files or click here to upload

Upload a picture of you in action as a Healthy Texas Youth Ambassador.
JPEG or PNG files preferred

9

Download a PDF of your responses or keep a screenshot of your submitted report in case you need to reference it later.