Communication Guidelines
for a county with both UGA and FVSU agents

1. The county Extension office will hold a staff meeting approximately every two weeks (or a schedule designated by the CEC). FVSU Agents/Program Assistants will participate at minimum once a month in those meetings. At these meetings the staff members will share their activities, program schedules, and program successes. This is also an opportunity to explore opportunities for collaboration between program areas and institutions. Minutes of these meetings will be recorded and a copy sent to the district director and to Marc Thomas at FVSU.

2. All staff in the county office, including UGA and FVSU, will communicate their work schedule to the county secretary so that she will be able to communicate their whereabouts to the CEC and to clientele who may call or come into the office.

3. At least annually, FVSU county office will prepare a written report summarizing Extension activities for their program areas to be shared with county commissioners and board of education members. A copy of this report will also be sent to the district Extension director and to Marc Thomas at FVSU. Note: FVSU personnel are encouraged to report program area activities for the commissioner’s report based on the schedule set by the CEC – monthly, quarterly, annually, etc.

*Guidelines agreed upon by Greg Price and Marc Thomas, March 2014*