Signature Programs . . .

Everyone is asked to be involved in at least one of our Signature Programs each year. This can be a current signature program or a graduated program. Our Department Chair, Ken Martin, will be requesting proposals for a new round of signature programs in the near future. If you have a program that might fit, be thinking about how it could be considered as a signature program. Guidelines for signature programs are online at http://extension.osu.edu/policy-and-procedures-handbook/ii-administrative-and-program-resources/signature-program-guidelines. They recommend talking with your supervisor by April 1 and then submitting your online proposal by May 1.

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Finance Training Available (Source: Business Office Website) . . .


Offered this year:

• Travel – Mileage (Adobe Connect) – April 5 – 1:30-3:00
• Overnight Travel – Pre-trip training (Adobe Connect)  
  April 15 – 1:30-3:00
• Overnight Travel – Post-trip training (Adobe Connect)  
  April 21 – 1:30-3:00
• Sales Tax on University Sale (Adobe Connect) – April 27 – 1:30-3:00
• New Employee Overview (In Person, Columbus) – May 13, 9:30-3:30

Buckeye Wellness Innovator Newsletter  
(Source: Amy Burns) . . .

If you are interested, you may subscribe to the Buckeye Wellness Innovator Newsletter via the HR website. Click on the link below, on the right of the screen you are able to enter your email address to begin receiving the monthly newsletter.

http://hr.cfaes.ohio-state.edu/newsletter/buckeye-wellness-innovator-newsletter

The newsletter provides a wealth of information from updates on points for Your Plan for Health (YP4H), to health recipes, to wellness news for the month.

CFAES Weekly News Digest . . .

Please be sure to visit the weekly news that is sent from the Dean’s Office at http://u.osu.edu/cfaesadmin.
Extension Program Committees

Program Committees
Program committees assist Extension staff in identifying the needs and opportunities of present and potential clientele. The identified needs and opportunities serve as a basis to develop educational programs. The program committees also help prioritize programming opportunities and assist staff in establishing program direction. Program committees should be in place if Extension staff is working in one of the four program areas (agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development).

Responsibilities of Extension Professionals
The success of county Extension and program advisory committees requires the active involvement and support of Extension professionals. Specific responsibilities include:

- Understand the structure, function, and policies of OSU Extension.
- Provide new members of advisory committees with an orientation that includes:
  - the purpose of the committee, how the committee functions, the responsibilities of membership, and communication and input processes
  - the history and philosophy of Extension
  - background on the local programs
  - the current long- and short-term Extension and individual program goals
  - current programs
  - finances
  - plan of work and impact reports
  - organizational structure
  - membership lists
  - skills to possess or develop

The Extension professional should also:

- Provide committee with economic, social and cultural data prior to program review discussions.
- Work with the committee chair to develop meeting agendas.
• Distribute the committee agenda in a timely fashion.
• Report the results of educational efforts.
• Provide a written summary/minutes of each meeting to each committee member.
• Involve the committee in meaningful activities
• Use the committee members’ time and skills wisely.
• Make sure all members are involved.
• Avoid power struggles.
• Remove problematic members when necessary.
• Encourage commitment and involvement.
• Recognize contributions in meaningful ways.