

COOPERATIVE EXTENSION



University of
Kentucky

*College of Agriculture,
Food and Environment*



COLLEGE OF AGRICULTURE,
COMMUNITIES, AND THE ENVIRONMENT
COOPERATIVE EXTENSION PROGRAM

District 4 Weekly Update

April 16, 2020



*“Email was overused before we
all began working from home.
Call instead.
It’s actually faster!”*

Stay the Course!

- *We are still in this for awhile*
- *Think about this....*
 - *March 6 – first confirmed case in Kentucky (Harrison Co)*
 - *April 6 – 1,006 confirmed cases in KY*
 - *April 15 – 2,295 confirmed cases in KY (124 deaths)*

Staff Appreciation Day

- UK Staff Appreciation Day has been postponed
- T-shirts for All D4 employees have been ordered
- Thanks to the Support Staff Contact agents for getting order information into Debbie



Contact Dr. Jeff Young for ZOOM Link:

Extension in the City

Date(s): Apr 17, 2020

Location: Zoom

Session:

Friday, April 17, 2020

09:00 am - 12:00 pm CT

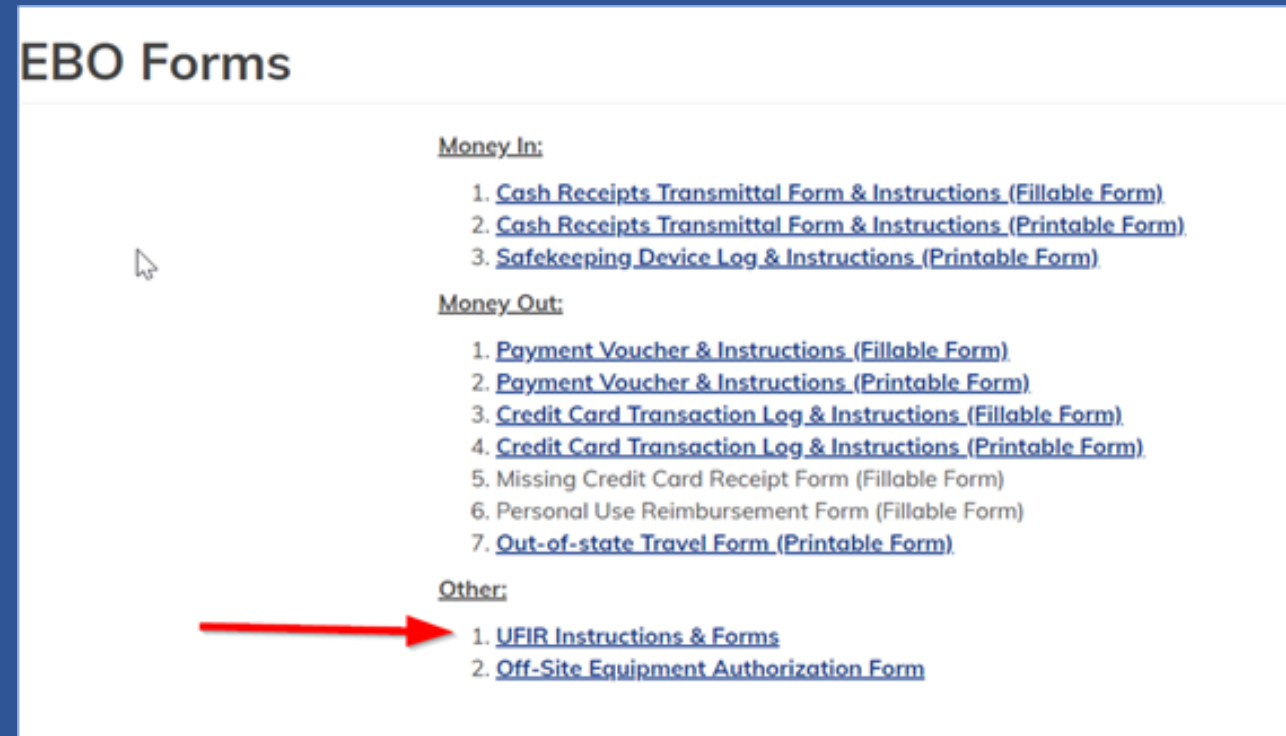
Central Time Zone

Description:

With a significant number of communities becoming more urbanized across Kentucky, many agents now more than ever, have to explore innovative approaches to program development and delivery. This in-service will focus on how urban growth has affected Extension and what counties are doing to meet the demands. Guest presenters will also highlight successes, barriers and make suggestions on what can be done to market Extension to nontraditional urban audiences.

Fiscal / Budget Reminders:

- Remember to send final Excel budget file to Debbie Clark and the signed, original hard copy of all budget forms.
- **UFIR Report** (for previous Fiscal Year) is due to Dept. of Local Government by May 1
- Financial Report Form (**Gifts, Grants and Contracts**) – May 15



EBO Forms

Money In:

1. [Cash Receipts Transmittal Form & Instructions \(Fillable Form\)](#)
2. [Cash Receipts Transmittal Form & Instructions \(Printable Form\)](#)
3. [Safekeeping Device Log & Instructions \(Printable Form\)](#)

Money Out:

1. [Payment Voucher & Instructions \(Fillable Form\)](#)
2. [Payment Voucher & Instructions \(Printable Form\)](#)
3. [Credit Card Transaction Log & Instructions \(Fillable Form\)](#)
4. [Credit Card Transaction Log & Instructions \(Printable Form\)](#)
5. Missing Credit Card Receipt Form (Fillable Form)
6. Personal Use Reimbursement Form (Fillable Form)
7. [Out-of-state Travel Form \(Printable Form\)](#)

Other:

1. [UFIR Instructions & Forms](#)
2. [Off-Site Equipment Authorization Form](#)

A red arrow points to the first item in the 'Other' section: 'UFIR Instructions & Forms'.

IT Update – Rick Hayes

Please complete the poll question about IT training topics

The following options are recommended for obtaining the required signatures:

1. Obtain required signatures while folks are present (if regular in-person meetings are held).
2. Obtain required signatures via regular postal service mail.
3. Obtain required signatures via electronic means (electronic signatures must be digitally verified).

Adobe software must be used to prepare the forms for electronic signature. This can be done by converting the Excel documents to PDF forms with signature lines or by using Adobe Sign.

Brag on Yourself or a Co-Worker!!

- On the Internal COVID-19 site, there is a link to Share Your Program Successes
- Not a success story format – a few quick easy to answer questions and ability to upload pictures and video content
- https://uky.az1.qualtrics.com/jfe/form/SV_eOGlooGW7ueP1n7

Add Census Information to Brown Bags

- <https://2020census.gov/en/partners/outreach-materials.html>



How the 2020 Census will invite everyone to respond

Nearly every household will receive an invitation to participate in the 2020 Census either in the mail or from a census taker.

95% of households will receive their census invitation in the mail.

Almost 5% of households → will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).



Less than 1% of households will be counted in person by a census taker, instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.



Cómo invitará el Censo del 2020 a todos a responder

Casi todos los hogares recibirán una invitación para participar en el Censo del 2020, ya sea por correo o entregada por un censista.

El 95% de los hogares recibirán una invitación del censo por correo.

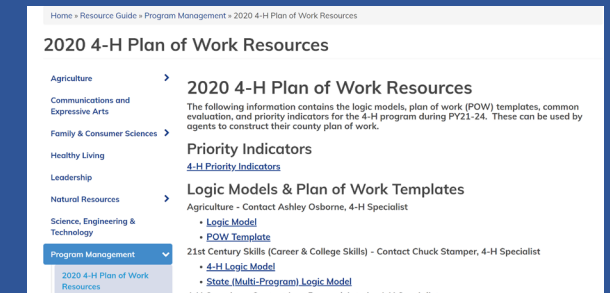
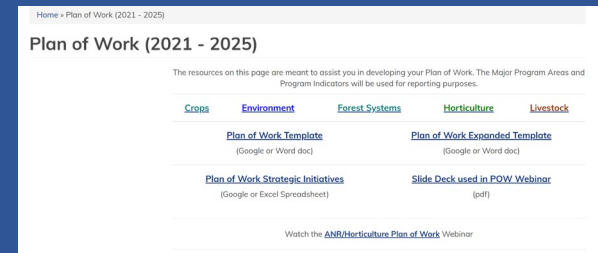
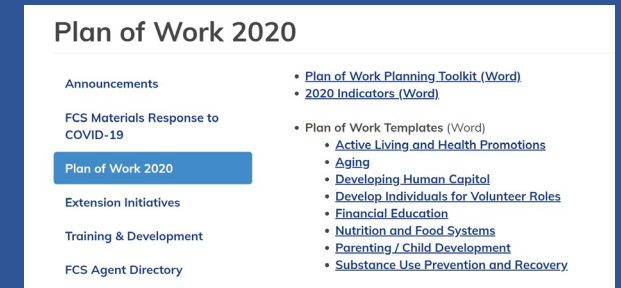
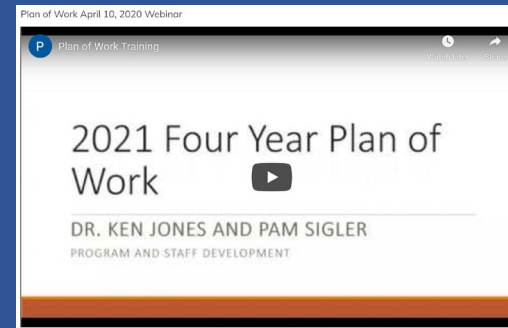
Casi un 5% de los hogares → recibirán la invitación del censo cuando el censista la entregue. En estas áreas, es posible que la mayoría de los hogares no reciban correo en la ubicación física de su vivienda (como los hogares que usan apartados postales o en áreas recientemente afectadas por desastres naturales).



Menos del 1% de los hogares serán contados en persona por un censista, en lugar de ser invitados a responder por su cuenta. Hacemos esto en áreas muy remotas, como partes del norte de Maine, zonas remotas de Alaska y en ciertas áreas de indígenas de las Américas que piden ser contados en persona.

Plan of Work Resources

- <http://psd.ca.uky.edu/content/pow>
- <https://anr.ca.uky.edu/content/plan-work-2020>
- <https://fcs-heres.ca.uky.edu/POW2020>
- <https://4-h.ca.uky.edu/2020POW>



Don't forget - County Staff
Meetings are to be held weekly

It's Thursday – don't forget to
approve time!

Debbie will be on leave on
Friday, April 17

Feel free to call, text or email Jenny

How Much Mulch?

Aim for 2-4 inches of mulch in flower beds, around trees or in the garden.

Mulch is calculated in cubic feet: $L \times W \times H$



64 cubic feet
or
0.07 cubic yards



 Cooperative
Extension Service



4-H Projects 2-60



April 15th
4-H Project 2-Go
will be:

Vegetable Seed Starting

9:00AM until supplies last

Projects will include all supplies needed.
Projects are FREE and will be outside of our
office(1026 County Park RD) in a tub.

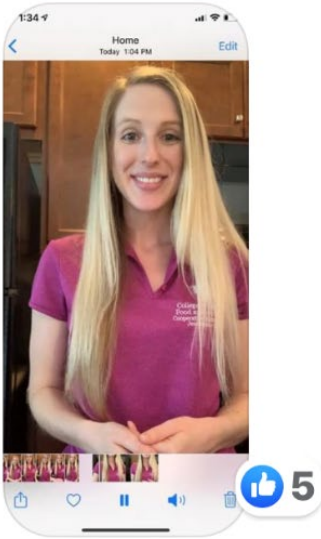


University of Kentucky
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Karli Jessie

Making a video on food date labeling and their meanings



5

1w Like Reply



Write a comment...



8:30 PM
Yesterday at 12:59 PM

Make sure you have seen the BINGO cards floating around social media so I made one for FCS Extension if any one wants to use it! [Sarah Congleton](#), [Catherine Renauté Cheek](#), and Tamera Thomas helped with ideas!!

Family and Consumer Sciences Extension

B	I	N	G	O
Attended a Food Preservation Workshop	Entered items in the county fair	Use the FitBlue app	Volunteered at an Extension event	Kentucky Extension Homemaker Association (KEHA) Member
Been to five Extension Offices across the state	Taught a class at the Extension office	Attended a nutrition lesson	Learned how to sew from an Extension program	Made a recipe out of the Food and Nutrition Calendar
Visited the Farmer's Market	Serve on an advisory board	Free	Attended a kitchen appliance class	Signed up for the Extension Newsletter
Member of a club at the Extension office	Shared information learned at the Extension office with a friend	Follow your county's FCS Extension social media pages	Sampled a Plate It Up recipe	Learned a new skill
Currently use a kitchen utensil received from the Extension office	Past member/current member of the 4-H Club	Attended a budgeting/financial management class	Taught a Homemaker Leader Lesson	

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Contest runs from Tuesday, April 14th to Sunday, April 19th with winners announced next Monday, April 20th.

Just be sure to include the bakers name and age! Happy Baking!

Woodford 4-H Bakes!

Social Media Contest:
Week 5

Beginner: Cheese Muffins



Advanced: Basic Chiffon Cake



#KY4HBakes

#WofCo4H



2

Like



Comment



Share



Kayla Danielle Gibson
Kentucky Nutrition Education Program - KYNEP
Yesterday at 2:28 PM

30 Family Gardening Bags were and given out in Lincoln County week!



Resources & Sources

University of Kentucky, College of Agriculture, Food and Environment, Cooperative Extension Service County by County Listing: <http://extension.ca.uky.edu/county>

University of Kentucky, College of Agriculture, Food and Environment, Cooperative Extension Service Home Vegetable Gardening in Kentucky, ID-128 Vegetable Crops; <http://www2.ca.uky.edu/agcomm/pubs/id/id128/id128.pdf>

Kentucky Proud Project/Plate it Up Recipes: County Extension Agents for Family and Consumer Sciences; <https://fcs-hes.ca.uky.edu/piukp-recipes>

UK University of Kentucky College of Agriculture, Food and Environment Cooperative Extension Service

Created by Sharon P. Flynt
Agent for Horticulture
Scott Co. Cooperative Extension
March 25, 2019

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences

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Sources

- University of Maryland Extension <https://extension.umd.edu/hgic/topics/asparagus-beet-vegetablesAsparagus>; Beetles - Vegetables: Photos: J. L. Gilbert
- University of Kentucky, College of Agriculture, Food and Environment, Cooperative Extension Service Home Vegetable Garden ID-128 Vegetable Crops, page 30; <http://www2.ca.uky.edu/agcomm/pubs/id/id128/id128>
- University of Kentucky, College of Agriculture, Food and Environment, Cooperative Extension Service; Center for Crop Diversity Profile: Asparagus; Cheryl Kaiser, Matt Ernst; <https://www.uky.edu/ccd/production/crop-resources/vegetables/asparagus>
- Cornell University Cooperative Extension, Asparagus in Bulletin 202; R.F. Sandsted, D.A. Wilcox, T.A. Zitter, et al.
- University of Minnesota Extension; Growing Healthy Vegetables <https://extension.umn.edu/planting-and-growing-guides/vegetables>
- www.fruitsandveggiesmatter.gov
- Michigan State University Extension;
- University of Missouri Extension; Making and Using Compost; Christopher J. Starbuck, Division of Plant Sciences; <https://extension2.missouri.edu/g6>

Participants: 70 | Chat: 1 | Share Screen | Record | Reactions

lincoln4h

4-H Teen Club virtual meet up and game night!

This Thursday, April 16 @ 6pm

Message me for link.

Hope to see everyone!



COOPERATIVE EXTENSION

