

County Narrative

“An extension agent shall file a statement of the agent’s work with the board of county commissioners either monthly or within a mutually agreed upon timeframe not to exceed one year.”

– North Dakota Century Code (NDCC), 11-38-10

The North Dakota State University Extension Service requires a quarterly submittal effective July 1, 2017.

Guidelines:

Each county is unique and is encouraged to be creative. No template is available for the county narrative; however, the following guidelines are recommended in terms of content:

- A. Provide staff names, positions and geographic area (photos of staff also are helpful).
- B. List the months included in the county narrative (for example, January-March 2017).
- C. Submit one combined county narrative to the board of county commissions and respective district director at least every three months.
 - a. The county coordinator is responsible for ensuring updates from other agents are collected in a timely fashion to allow for creation of the document.
 - b. The quarterly county narrative is expected to be shared with the board of commissioners and district director by the 10th of the next month. For instance, the January-March county narrative is due by April 10. (This is the same timeline recommended for entering your Quarterly Program Report).
 - c. Please also send the county narrative to other decisions makers and affiliated groups such as legislators in your district(s), advisory board members and SBARE representatives in your counties (www.ag.ndsu.edu/sbare).
 - d. Please email your county narratives to your district director and copy the administrative support staff.
- D. Include the NDSU logo. Using the NDSU logo for your county is acceptable.
- E. Aim for a concise and easy-to-skim style. Avoid lengthy narratives.
- F. Include photos to make the document visually appealing.
- G. Focus on program successes and impacts; testimonials and success stories are powerful to decision makers.
- H. Write short paragraphs and break them up with spacing to make the text easier to read.
- I. Include a future calendar of events or highlight a couple of future events.
- J. Do not report on every educational activity in each report; focus on key impacts.
- K. Spell out acronyms at least once before using them again in the document.
- L. Proofread! Have at least one other person review the document prior to distribution.

Examples of county narratives are available from district directors. Update the format every three to five year be fresh. The Ag Communication staff can help your office or the administrative support staff with a fresh template.

NDSU EXTENSION
SERVICE

For more information on this and other topics, see www.ag.ndsu.edu