Virginia Cooperative Extension Leadership Council
Reporting Guidelines

Goals of VCELC¹:
• Serve as a communications link between VCE and all relevant program partners/stakeholders in Agriculture and Natural resources, Community Viability, Family and Consumer Sciences, and 4-H Youth development.
• Plan and implement the appropriate public relation activities in support of VCE.

Chief Responsibilities of Planning District Representatives²:
• Serve as a communications link between local Extension leadership Councils in their planning district and other relevant stakeholder groups of Virginia Cooperative Extension.
• Communicate the program needs of Virginia Cooperative extension to the VCELC.

Guidelines for Reporting:
• Prepare a one-page update to be shared with the VCELC membership.
• Focus on activities and concerns that may have interest and application among the VCELC membership.
• Submit the written report to Lonnie Johnson (lojohns2@vt.edu) at least one week prior to the meeting date.
• If an item requires verbal explanation, request that the VCELC chair allow a few minutes for a verbal report.

¹ VCELC mission is included in the By-laws, posted at www.ext.vt.edu/stateelc.html
² VCELC member position description is posted at www.ext.vt.edu/stateelc.html
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Report Form

1. What is the current status of ELCs in your planning district or district?

2. What special or unique ELC events/activities have occurred in your planning district or district since the last report?

3. What concerns or needs affecting the ELC mission in your planning district or district need to be brought to the attention the VCELC?

4. What local, county, state or federal ELC advocacy activities have occurred since the last report?

5. Other comments?

Name: ______________________________________________________________

VCELC Role: ____________________________ Date: _________________