K·STATE
Research and Extension

Office of the Associate Director for Extension and Applied Research
123 Umberger Hall
Manhattan, KS 66506–3401
(785) 532-5820
fax: (785) 532-6290

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TO: K-State Research and Extension Board and PDC Members

FROM: Daryl D. Buchholz
Associate Director for Extension and Applied Research

SUBJECT: K-State Research and Extension Survey

Your role as an official representative of the local extension program is important to K-State Research & Extension. In this capacity, you have the opportunity to give input to local and state-wide efforts by identifying local social, economic, and environmental needs.

K-State Research and Extension has developed a survey which will allow PDC representatives and local residents to give input into program planning for the future. Results from this survey will help identify local needs and priorities across Kansas.

Please work with your local Extension agents to design a plan and capture a representative sample of local residents. You may want to use maps of commissioner districts and townships or other geographic tools to ensure that all sections of the county are included. Each PDC member will complete the survey and is responsible for contacting at least five residents to complete the survey. It is important that participants be a mixture of individuals who are current users of Extension programming efforts as well as those who are not. Your discussions about who to contact should remain confidential.

Example:

1. Identify individuals who are to be surveyed. Please review the **Survey Planning Worksheet** for suggestions about how to select a representative sample of your community.
2. Contact each person individually and ask them if they will participate. (An example of a dialogue for telephone, email or mail contact is on the Survey Planning Guide.)
3. Provide the URL to the online survey and ask them to complete it by March 1, 2013.
   OR
   Deliver the survey in person and ask them to fill it out. Have them return it to you in person or by mail.

Your commitment to this survey process is appreciated.

Kansas State University, County Extension Councils, Extension Districts, and U.S. Department of Agriculture Cooperating.

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