

TO: Program Focus Team (PFT) Leaders, Administrative Advisors and Area Directors

FROM: The K-State Extension & Research Assistant Director Team

DATE: July 26, 2013

SUBJECT: **Program Focus Team PFT Leader Retreat Follow Up 1: PFT Budget Allocation Clarification**

At the July 11 and 12 PFT Leader Retreat, it was announced that 2013-2014 PFT funds would be allocated based on each team's ability to achieve certain programming goals and deadlines. We have received numerous questions about this. The following will be the guidelines used in administrating the PFT funding program:

- 1) Each PFT will receive \$1,250 as soon as the 2013-2014 funds become available. These funds will be distributed to each PFT's advisor.
- 2) When a PFT meets its August 1 deadline to submit a professional development opportunity to the Program Development Catalog, the PFT will receive \$1,250 once the professional development opportunity is approved. These funds will be distributed to the PFT's administrative advisor.
 - a. Professional development proposals are made at https://online.ksre.ksu.edu/Professionaldevelopment/default.aspx?proposal_entry=1
 - b. **For the 2013-2014 programming year ONLY**, the deadline will be extended to September 1.
- 3) When a PFT meets its August 1 deadline to submit an Action Plan to the Planning & Reporting site, the PFT will receive \$1,250 once the Action Plan is approved. These funds will be distributed to the PFT's administrative advisor.
 - a. Action Plans are submitted at https://online.ksre.ksu.edu/planningandreporting/Default.aspx?CTA=Program_master&action=new
 - b. **For the 2013-2014 programming year ONLY**, the deadline will be extended to September 1.
- 4) When a PFT completes a "Making a Difference" report for their action plan by November 1 (For example, the 2013-2014 Action Plans would be reported against by November 1, 2014), the PFT will receive their final \$1,250 installment. These funds will be distributed to the PFT's administrative advisor.
 - a. the template for "Making a Difference" is available at: <http://www.ksre.ksu.edu/programming> under "Impacts".

If you have any questions, please contact the Assistant Director affiliated with your PFT.