DIRECT CONTACTS

Report the number of face-to-face interactions with Extension clientele, where there is an exchange of educational information, at least monthly. You must report data on the race, ethnicity, gender and age group of all direct contacts.

Direct contacts include consultations, workshops, field days, camps, etc. and can occur in a variety of locations such as Extension offices, farms, schools, community centers, homes, or online using web-based technologies such as zoom.

→ If more than one extension educator contributes to a jointly held educational program, each educator independently reports the contacts in ERS.

→ If a county educator schedules, advertises, and facilitates a meeting, program, or activity for a campus specialist; the county educator reports the contacts in ERS.

→ Contacts between Extension staff members (CED to Agent, Agent to Agent, Agent to Program Assistant, etc.) such as in-service training, planning, or staff meetings should not be reported in ERS.

→ Contacts related to degree credit educational programs delivered to NC State or NC A&T students, such as serving as a guest speaker/lecturer or serving on a panel discussion, should not be reported in ERS.

→ Contacts made by Extension volunteers should not be reported as a direct contact, these contacts should be reported in the ERS Volunteer Activity Report module.

→ Updating stakeholders, advisory committee members, county administrators, government staff, and public officials about the status of the Extension office, budget, annual planning, or other operational issues should not be reported in ERS.

NC STATE EXTENSION