Below are metrics that may be used to measure Educational/Outreach activities in the CAPS program. We have included a list of activities, along with various means to quantify those activities. Please review the information, and provide feedback on additional activities or measurements that could be included. After receiving that feedback, we will add that information to the CAPS reporting template. Format to be determined.

|  |  |
| --- | --- |
|  |  |
| **Date of Outreach or Education Activity:** |  |
|  |  |
| **Type of Outreach or Education Activity:** |  |
|  | Meeting |
|  | Presentation |
|  | Publication |
|  | Committee Service |
|  | Conference Calls |
|  | Webinars |
|  | Trainings |
|  | Interviews (TV/Radio/Newspaper/Magazines) |
|  | S.W.A.G. (Outreach material produced/Provided to audience) |
|  | Pamphlets/ brochures/ posters |
|  | PSA (Public Service Announcements) |
|  |  |
| **Number of individuals attending (if applicable):** |  |
|  | Total attendance |
|  | Males (Percentages)/ Females (Percentages) |
|  | Minorities (Percentages) |
|  |  |
| **Description of target audience:** |  |
|  | Stakeholders |
|  | Legislature |
|  | School |
|  |  |
| **Purpose or expected outcome of outreach event:** |  |
|  | I gave a presentation to Master Gardeners regarding TCD. |
|  |  |