

National Urban Extension Leaders (NUEL) *Reporting Professional Development Efforts*

The NUEL Steering Committee requests your input to report any Professional Development related to urban extension. Your submissions will initiate a schedule of collecting data related to the scope of our professional development efforts, priorities, objectives, and more.

You can also access this form in [NUEL Shared Drive](#) and [Connect Extension Website](#).

NUEL Regional Network Chairs & Action Team Leaders are required to turn in a filled copy of this form to report efforts twice a year, in May and December. *Due May 1 and December 1 each year. Send to SC Secretary & Chairperson.*

General Information

Reporting Period (January – June, Year OR July – December, Year) <ul style="list-style-type: none">• <i>Example: July – December 2023</i>
Name and University or Organization affiliation of person submitting the form <ul style="list-style-type: none">• <i>Example: Jane Smith, NC Cooperative Extension Wake County Center</i>
Name of NUEL subgroup, action team, committee, etc. you are reporting on <ul style="list-style-type: none">• <i>Example: Justice, Equity, Diversity, Inclusion (JEDI) Action Team</i>
Please list any priority actions or work plan items determined by your NUEL subgroup, action team, committee, etc.

Professional Development Reports

(Please complete a new section for each opportunity you are reporting.)

Title of the professional development opportunity
Total number of extension professionals serving in a planning role
Total number of planning meetings held by extension professionals
Name of the instructors/presenters , including title and affiliation <ul style="list-style-type: none">• <i>Example: Jane Smith, Local Foods Coordinator, NC Cooperative Extension Wake County Center; John Doe, Agriculture Agent, NC Cooperative Extension Johnston County Center</i>
Date and time of the professional development opportunity <ul style="list-style-type: none">• <i>If there are multiple sessions, please provide all dates.</i>
Total number of urban extension professionals engaged in the sessions <ul style="list-style-type: none">• <i>If there are multiple sessions for one professional development opportunity, please provide each data point separately.</i>• <i>Example: Session 1 (June) – 25; Session 2 (July) – 31; Session 3 (August) – 17 (etc.)</i>

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