

Oneida Extension Educators and Staff made 1,514 Direct Programming Contacts in the months of July and August; with 286 Adult Contacts and 1,228 Youth Contacts. Office Administration assisted Forest County, Human Services, and Veteran's Services with external projects.

Health and Well-Being Educator, Laurel Parins, guest starred on Up North @ 4 (WJFW-12); which has a reach of 8,000-11,000 households per day and 148,000 website views per month.

Oneida Extension made indirect contact with 15,381 viewers through the Extension Oneida County Facebook and the Oneida County 4-H Facebook.

2026 Cumulative Total: 3,337

Contacts: 286 Adults and 1,228 Youth

2026 Cumulative Indirect Outreach: 32,435

July & August 2026

Positive Youth Development Oneida County 4-H

Anne Williams, 4-H Educator, .5 FTE

- Provided leadership and support for the successful launch of a newly chartered LEGO Robotics Club, guiding volunteers through the chartering process and helping establish a strong foundation for long-term success. Coordinated volunteer onboarding by ensuring completion of background screenings, required training, and registration through the 4HOnline system. Through effective organization and mentorship, helped create a safe, welcoming, and engaging environment where youth can explore robotics, develop technical skills, and build confidence through hands-on learning.
- Planned and led an engaging, hands-on weeklong RoboCamp for youth entering grades 4-5, combining robotics, coding, engineering, art, and outdoor education into an exciting STEM learning experience. Campers designed, built, and programmed LEGO robots to tackle challenges such as maze navigation and the RoboCamp Olympics, developing critical thinking, problem-solving, and teamwork skills along the way. With support from local sponsors, the camp inspired curiosity, innovation, and a passion for STEM through fun, interactive learning opportunities.



- Organized and supported a transformative week-long performing arts experience in partnership with Missoula Children's Theatre and Nicolet College for students in grades 1-12. The program fostered creativity, teamwork, and community engagement while providing youth with opportunities to develop self-confidence, strengthen communication and performance skills, and build meaningful connections with peers. Participants came together to create the memorable production, *Cinderella*, that celebrated artistic expression and personal growth.



"They loved being a part of something big. It is so well done and they both felt very included and active, even though they had small parts."
-YSTP Parent

"This program has been a big success over the years for my daughter. She is always excited when it is time for the summer theater program. As a parent I am very grateful for such a fun opportunity for my daughter to step outside her comfort zone and get in front of a crowd to perform. This program offers a fun and safe space for kids to gain numerous life skills while meeting new people, as well as having fun with friends."
-YSTP Parent

- Supported Oneida County 4-H Lego Robotics Club adult volunteers with the coordination and facilitation of the County's very first Advanced RoboCamp. Youth participants from last year's challenge team were invited to participate in a three-day camp, where they learned advanced coding, built fundamental robotics skills, and participated in teamwork challenges.



- Facilitated and coordinated an end-of-the-year Oneida County 4-H Annual Picnic, where youth members and adult volunteers enjoyed a chicken/potluck dinner, were celebrated with a mini-awards ceremony, participated in tie-dying activities and a massive game of kickball.

Positive Youth Development

Sharon Krause, Community Youth Development Educator, .5 FTE

- Rhinelanders' Raise Your Voice Club and the Oneida County Health Department collaborated to create a booth for the Oneida County Fair at the end of July. Youth will help plan activities for the booth to educate the public about various health topics, with the support of various staff members within the health department.

- Members of the Rhinelander Raise Your Voice Club planned activities that acknowledged Mental Health Awareness Month, which included educational displays and an Open Mic Night. Youth promoted the many suicide prevention resources that are offered through the Oneida County Health Department.

Health and Well Being

Laurel Parins, Health & Wellbeing Educator, .73 FTE

- Contributed to an ADRC wellness newsletter for older adults, where research-based information on nutrition, movement, and healthy lifestyle habits was shared in a simple and accessible way, to help older adults maintain independence and improve overall well-being. The newsletter reaches a total of 1400 readers in Oneida County.
- Facilitated Sit & Be Fit, a community-based physical activity program for older adults focused on strength, balance, mobility, and maintaining independence.
- Organized and facilitated the new Stepping On fall-prevention program in partnership with the ADRC. The program helps older adults build strength and balance, identify fall risks, and develop strategies to remain safe and independent.
- Supported the summer StrongBodies session, which concluded in early August, and coordinated with volunteer leaders in preparation for the fall session beginning in September. Also facilitated the virtual StrongBodies class, open to participants throughout Wisconsin, expanding access to evidence-based strength training beyond Oneida County. StrongBodies provides evidence-based strength training and education to help adults maintain strength, function, and independence.
- Established and nurtured relationships with local schools, MHLT & AVW, in preparation for school wellness initiatives during the 2026-2027 school year. Planning focused on opportunities to support school wellness, physical activity, mental well-being, and evidence-based Extension resources and programming.
- Prepared and facilitated outreach for upcoming fall Health & Well-Being programming, including StrongBodies, Mind Over Matter, WeCope, school wellness initiatives, and other community-based education opportunities.

Office Administration

Jessica Young, Oneida County Extension Office Manager, 1 FTE

Administrative & Operations

- Prepared, reviewed, and submitted county reports, CUW summaries, meeting minutes, and County Board materials.
- Conducted daily operational reviews, including email management, enrollment processing, registration monitoring, payment verification, website updates, and social media oversight.
- Managed office mail, bulletin boards, internal county correspondence, and general administrative support.



- Responded to public inquiries regarding water testing kits, soil testing, horticulture questions, and 4-H Online registration assistance. Provided clear guidance, pricing information, and follow-up support to community members.
- Organized office spaces, restocked supplies, updated water testing kit inventory, and maintained program materials and equipment.
- Reviewed and created the Department Continuity of Operations (COOP) Plan.

Budget Development & Fiscal Planning

- Downloaded and reviewed all required budget forms from miViewPoint and completed all mandatory budget documentation.
- Completed the Budget Form Goals, Budget Form Request, and Budget Form Year End Estimate Narrative forms.
- Developed a comprehensive 2027 Budget Projections Spreadsheet to support budget planning and decision-making.
- Analyzed 2025 expenditures and tracked 2026 spending trends to develop realistic and data-driven budget projections for 2027.
- Entered projected 2027 budget estimates and documented justifications for increases and decreases in budget line items.
- Created a budget tracking tool to monitor spending and support future fiscal planning efforts.
- Prepared a presentation speech and detailed talking points for budget review and Committee presentation.
- Monitored budget deadlines, requirements, and key submission information to ensure timely completion of budget materials.
- Communicated budget updates, timelines, supporting documentation, and recommendations to the Area Extension Director (AED) for review and feedback.

Financial & Fiscal Support

- Completed monthly financial reporting, invoice reconciliation, accounts receivable entries, journal entries, and allotment tracking.
- Processed and submitted invoices through miViewPoint (mVP), including Amazon, Shop 4-H, Trig's, Forest County ribbons, and badge purchases.
- Created and distributed external project invoices and mail allocation billing.
- Reviewed budget documents and assisted with budget preparation projects, including support for the Veterans Services Office 2027 budget.

Program Registration & Data Management

- Processed enrollments, registrations, and event participation through 4HOnline.
- Reviewed member records for recognition awards and mailed awards to absent families.
- Updated registration trackers, payment rosters, volunteer service hour documentation, and event records.
- Assisted families and volunteers with registration challenges and program participation requirements.

**4-H & Youth Program Support**

- Updated 4HOnline events, Google Forms, Qualtrics surveys, registration trackers, emergency contact lists, and program web pages.
- Created and updated weekly email blast to 4-H families to inform of upcoming events and programs.
- Coordinated Youth Summer Theater Program (YSTP) activities, including registration setup, sign-in support, payment tracking, roster management, family communications, volunteer documentation, evaluations, DVD/USB recording orders, and event cleanup.
- Assisted with RoboCamp planning, preparation, registration, sign-ins, payment collection, activity development, supply organization, and program support throughout the week.
- Supported the Oneida County 4-H Potluck & Picnic through event preparation, tie-dye kit assembly, awards tracking, supply gathering, and onsite event assistance.
- Assisted with planning and preparation for upcoming OCYG and other youth development programs.
- Supported volunteer recruitment, onboarding, and communication, including training reminders and background screening coordination.

Marketing, Communications & Outreach

- Created, scheduled, and published social media content for UW Extension, Oneida County 4-H, and related programs.
- Developed and distributed weekly email blasts, community announcements, flyers, website updates, and promotional materials.
- Communicated with families regarding registrations, payments, program recordings, awards, and volunteer recognition.
- Posted program information to community calendars and coordinated outreach with community organizations.

Events, Logistics & In-Person Support

- Coordinated room reservations, event logistics, and on-site preparation for multiple programs and meetings.
- Prepared program materials, supplies, and signage to support smooth event execution.

Meetings, Committees & Reporting

- Prepared supporting documents, summaries, and minutes for County UW-Extension (CUW) Committee meetings.
- Developed staff meeting agenda items, talking points, and scheduling recommendations.
- Participated in regular check-ins and planning meetings with supervisors and educators.

External Projects & Interdepartmental Support

- Supported external projects with Human Services and Veteran's Services, including data tracking and budget preparations.
- Assisted with database transitions, file migration, and records management.
- Assisted Forest County with purchases for Forest County Fair.
- Assisted Veteran's Services with the preparation of their 2027 budget.

