

## Program Team Annual Report Template

Program Team Leaders complete the annual report and upload the Word doc into the respective Google folder for the Program Area Chair to review.

**Due by: October 1, 2026**

### Membership

1. Confirm that the membership **roster is up to date** in this [Google sheet](#).

### Annual Meeting

1. Confirm that the **final meeting agenda** has been uploaded into the report Google folder.
2. Confirm that the **participant list** has been uploaded into the report Google folder. (The UC ANR Program Support Unit that handles meeting logistics can help provide this list.)
3. Provide a brief summary of **annual meeting accomplishments**.
4. Specifically describe the **measured outcomes from the learning session** (e.g. teaching a broad skill like communication, GIS, program evaluation, or a program specific topic of broad interest and relevance such as drawing blood on livestock or fire emergency management skills). This information is often captured through an end-of-session survey.
5. Describe how other **Program Teams and Workgroups were engaged**, if applicable.

### Other Activities, Outputs, and Impacts

These are different from the annual meeting activities and outcomes. These tie to the overall Program Team goals and intended impact. Program Teams may respond to none, some, or all of the questions below in any given year.

6. Briefly describe how the Program Team has **facilitated knowledge exchange and collaboration** with UC ANR network and external stakeholders. Include activities such as conferences, workgroups, trainings, webinars, field trips, and other professional development activities.

Activities/outputs with participation/audience, include any Workgroups engaged	Outcomes/impact

7. Briefly describe how the Program Team has **advanced and supported research and extension solutions** through interdisciplinary engagement and in alignment with the [UC ANR Strategic Vision 2040](#). Include efforts such as identifying emerging and critical clientele needs, initiatives that address those needs, facilitating collaborative projects and extension activities, and promoting innovation.

Activities/outputs with participation/audience, include any Workgroups engaged	Outcomes/impact

8. Briefly describe any efforts seeking, coordinating, and/or securing **funding opportunities** for research and/or extension.

9. Please share any other comments or additions?