

Involvement

Individual or Team*

Individual or Team* ?

- Select “Individual” if event is one you did yourself or “Team” if you collaborated with others. One person will be team lead and input information for the entire group to avoid duplicate reporting and to reduce the reporting burden.

Purdue Team Members and Roles*

▼ Purdue Team Members (1) ⓘ

1st Team Member Actions ▼

⋮ People at Purdue University Role* ⓘ

+ Add Row


- Team Members
 - If the learning event involves a team of Purdue personnel, and all information will be compiled for a group, assign a team leader who will input all details for the team. The arrangement and operation of teams vary greatly across programs and program areas. During the planning process, the team needs to discuss and determine who will be reporting for the event in DM and which team members will be included. Focus on the roles, geographic location, and scheduling to help sort out who is included on the team in DM.
 - Include those team members teaching or directly involved in the event or location, and not those who might have been involved early on in meetings or preliminary planning. This most often occurs with Area team events as the individuals take turns annually on completing tasks, and everyone is not fully active for the event. Some programs are coordinated among staff from the counties and may involve regional or campus staff. These coordinated programs will provide specific instructions to all those delivering the program for consistent data entry and reporting. Teams that are evolving or unique

that may not fit these guidelines for reporting teams, especially for efforts that span across counties for statewide collaboration, may need to check with your Area Director or Program Leader, or email DMhelp@lists.purdue.edu for clarification on reporting.

- If a team event, the lead individual will search for and select other Purdue faculty or staff from the alphabetical list of active accounts.
- Roles
 - Whether individual or team, assign a role based on contribution to the learning event. The roles are:
 - Speaker/Presenter,
 - Speaker & other/multiple roles,
 - Onsite logistics (registration, room facilitation, moderator, site details, etc.),
 - Offsite logistics (plan, design, market, grants budget, schedule, etc.) before or after the event, or
 - Onsite & offsite logistics.
 - Recognizing that team events are often large-scale events requiring help and support from many, these roles represent key tasks that are necessary to deliver complex and coordinated programs.
- Events shared across DM Accounts
 - Click on the ADD A ROW to open another box, type the team member's last name to pull up the alphabetical listing of active accounts, select your team member. You can also change the order, by selecting the Actions button.
 - Including team members will “link” the learning event to their account in DM and they will be able to see it when they log in. Only the lead individual can make edits. Those on the team do have the ability to “duplicate” the learning event if needed for future programs which lets them copy it, then edit the appropriate information for the new program. The “duplicate” button is located on the summary screen with the menu of your learning events.
- Can't find a name?
 - If unable to locate a Purdue faculty or staff on list, send that information to DMhelp@lists.purdue.edu so we can check on the DM accounts.
 - If team members or guest speakers/experts are from outside Purdue, there is space to put their information further down on the screen under External Partners/Collaborators.
- County Situations

- If an Educator presents a program in a neighboring county by request, either one could enter data in DM. For you, consider if this is a major effort and/or part of your annual goals. If so, then you probably want to be the lead in reporting it, and just put the program organizer from that county on your Team.
- If two people are the leaders of a program, only one needs to be responsible for entering data into DM to avoid duplication.
- Program Assistants are only included on the team if the Program Assistants are Purdue employees. If the Program Assistant is paid by the County, you do not enter them on the team in DM.
- For events where an Educator’s county is one of many sites for a statewide webinar, where there are separate sites, **YOU** are the lead for **YOUR** location. Because you are making the program available in your county and you track the attendees, you can go ahead and enter DM information for your county. You may include on your team the overall organizer(s). The overall organizer(s) may report a learning event for those attendees who log in but are not associated with a County gathering.
- Conferences and Large Events
 - Conferences are very large events, most often having multiple days in a row, and offering concurrent sessions and/or keynote speakers, so that registrants may choose which activities they attend. Those who plan and deliver these large events are reported on the team in DM. The team will need to communicate and coordinate on who will be entering the information in DM for the whole team.
 - In addition to that event planning team, there may be individuals who give presentations during concurrent, breakout sessions, or pre/post workshops. Depending upon the scope of the event – these individuals are most likely included on the team (small event). However, for very large events, the individuals doing their presentations would probably not be on the team. They may put their individual presentation in DM as their own learning event if appropriate.
 - For a team to report an event that is repeated in multiple locations, (examples include Ag Outlook, PARP, and others) a team often identifies leaders for planning, then selects “sites” where the program will be offered. Then only the part of the team involved with or contributing to the activities at that location is included, not for every location.

Volunteers

Volunteers
Number of adult volunteers 
<input type="text"/>

- If at your learning event, you had ADULT volunteers helping with the activities, you would report the number of volunteers. If you did not have volunteers, put a zero.
- If you had 4-H YOUTH volunteers, you would not report that here. You would indicate that above by selecting “4-H Leadership” in either the Primary or Secondary/Related Program Area Theme.
- If you had FFA youth helping, you would not report that here, you would type FFA in the External Partner box.
- Your external expert presenter / speaker would NOT be recorded as a volunteer, but as an external partner.

PK-12*

PK-12

Does the impact statement include arrangement and/or coordination with PK-12 school systems/corporations, preschools, or Headstart? *

Yes

No

- Select YES if the learning event included arrangements and/or coordination with PK-12 school systems / corporations, preschools, or Headstart.
- Select “No” if not.

Unconventional Partners*

Unconventional Partners

Did you identify and seek unconventional partners and alliances while remaining connected to current stakeholders? *

Yes

No

- Select “Yes” if, for the activities, you identified and sought out unconventional partners and alliances while remaining connected to current stakeholders.

- Select “No” if not.

External Partners/Collaborators – Grants/Sponsorships

External Partners/Collaborators (1)

If you worked with others outside of Purdue to provide this learning event, list the name of the organization.

1st Partner	Actions ▼
<div style="display: flex; justify-content: space-between;"> ⋮ Name of Organization [?] Organization Category [?] </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 200px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px 5px;">▼</div> </div>	
+ Add Row	

Grants/Sponsorships (1) [?]

The purpose of this field is to indicate if any external funding was used to support this Learning Event. This is not the complete reporting for a grant, just the connection of external funds with a program/workshop. Faculty members and Extension Specialists report their grant information in the Contracts, Fellowships, Grants and Sponsored Research screen.

1st Grant/Sponsorship	Actions ▼
<div style="display: flex; justify-content: space-between;"> ⋮ Funding Source Category [?] </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 200px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px 5px;">▼</div> </div>	
+ Add Row	

- **External Partners/Collaborators**
 - If you worked with others outside of Purdue for learning event, list the NAME OF THE ORGANIZATION.
 - Do not enter individuals’ names.
 - Here are a few examples: YWCA, Farm Bureau, Boys and Girls Club, or Chamber of Commerce.
 - Do not enter “N/A.” Just leave it blank if it doesn’t apply.
 - Enter **just ONE** External Partner/Collaborator per row.

- **Grants/Sponsorships**

- If you received external funding to support this learning event, indicate the name of the funding organization, the level (local, state, national, or international), the amount, and a description.
 - **Do not** report on funds in your County budget, 310 account, etc.
 - **Do not** report fees collected from participants/attendees.
 - When receiving grant funds for a program, indicate the funds only the first time you enter data for the program.
 - When you are involved in a large grant (e.g., AFRI – obesity grant) where someone else is the principal investigator, but you implement the event in your county, do *not* include the grant funds for this project with your learning event as the money was awarded to the Principal Investigator.
- **Category** - Once you have listed External Partners or Grants/Sponsorships, indicate which categories apply. Here is a listing of categories with descriptions and examples.

Category	Description	Examples
Ag Organization/Farm Bureau	Farm Bureau, American Poultry Association, Future Farmers of America, etc. - entities that are involved in agriculture directly in a support capacity.	Tippecanoe County Farm Bureau, Fair Board, Indiana Pork Producers, Purdue Ag Alumni board
Agribusiness	Entities that are financially involved in agriculture. Commercial agriculture or industry entities dealing with agricultural produce and services.	Local grain elevator, local farm, John Deere dealership, Beck's Hybrids, Corteva Agriscience
Bank	Financial institution or lenders.	German American Bank, Purdue Federal Credit Union, Fifth Third Bank
Community Club	Group or organization with community members who meet for social, educational, or service activities.	Kiwanis, Rotary, Optimist, Girl Scouts, Junior Achievement
Community Foundation	A public charity that supports a geographic area by making donations available to address community needs and support local nonprofits. Approaches include grants, endowments, scholarships, etc.	Community Foundation of Greater Lafayette, Jasper Newton Foundation
Education	Public or private educational entities	Pre-K, Elementary, Middle, and High Schools. Colleges and Universities. Headstart.
Extension Related	Entity, organization or group which may be funded by or organized with Extension (Purdue Extension or other states)	4-H boards, Master Gardeners, Homemakers
Government	Governing body for a nation, state, or community. May include state, county or municipal government departments and agencies.	SWCD, ISDH, Library, Commissioners, Law enforcement, Fire Department, Sea Grant, Parks and Recreation
Health	Health, wellness, and medical providers	Hospitals, clinics, retirement centers, Centerstone
Local Business or Other Companies/Corporations	Retail entities in the community. Companies or corporations in the community or other locations.	Local hardware store, grocery store. Microsoft, Google, Verizon, General Electric, Johnson & Johnson.
Non-Profit	Non-business entities. Charitable entities for common good, furthering a particular social cause or point of view.	Habitat for Humanity, United Way, Churches, Humane Society, American Red Cross