

## Feature Story



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### Tips to develop a UF/IFAS Extension program budget worksheet

With changes in funding sources and amounts, it is becoming increasingly important for all UF/IFAS Extension agents to understand the cost of each Extension program and how they are covered. “Extension is free” has been our long-time motto, so determining program costs will require a culture change. It will be a slow process, but the importance of understanding the cost of Extension program delivery is linked to the justification of partial cost recovery. If we are going to recover the cost of Extension programs, we first need to know how much it really costs us to deliver programs. This was echoed in Dr. Place’s address to the Extension Faculty at EPAF. As a first step, he requested that each faculty member develop a budget for each Major Program in 2014.

So, where do you start? It would make sense to start with signature programs or the program which will be most visible in 2013-2014. Agents can start with one budget for next year, keeping in mind that ultimately the budget will need to cover an agent’s entire program. The accumulated database of budget worksheets will provide UF/IFAS Extension with a realistic view of what it costs to deliver programs and help us further define how we might go about expanding our programs through user fees, grants and other alternative sources. How are you going to do this? Panic should not be the first reaction to this process. Relief should be. We are finally going to know what it costs to do Extension business. What a novel idea! At the same time, financial planning will become easier. Since this process is rather new, we do not have a set of recipes, forms or instructions to go about it. The good side is that you, the faculty, are enabled to exercise your best professional judgment. So, for this year, just do your best!

As general guidelines based on what UF is currently required to do on Federal grants, costs allocated to the delivery

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Tips to develop a UF/IFAS Extension program budget worksheet ...continued from previous page

of IFAS Extension programs should be necessary, reasonable, allocable and consistently treated. Program costs may include support personnel costs (salary, fringe), equipment/depreciation, speakers honoraria (food, mileage, fees, etc.), planning/development costs, postage and advertisement, publications and handouts, refreshments, meals, room rental, supplies and materials, telephone, travel (mileage and transportation), and other miscellaneous costs. To make it easier, a worksheet is (or will soon be) posted on the DED website at <http://ded.ifas.ufl.edu/>.

Here are a few more tips in Q&A form:

**Tip 1: What is “necessary”?** In other words, is this cost strictly required for the conduct of the work to be done on this Extension program? The cost must clearly benefit the Extension program.

When a cost benefits multiple programs, the cost must be distributed in accordance with its relative benefit. For example, the cost of replacing a projector used in 3 programs should be allocated 33% to each program.

**Tip 2: What is a reasonable cost?** A reasonable cost is one that reflects the actions of a prudent person – that is a person who is careful and uses good judgment.

**Tip 3: How can I be consistent among my programs and with other programs if there are no guidelines?** At this time, do the best you can. Develop a method. Budget narratives are as important as the numbers themselves.

**Tip 4: Can I add a budget narrative?** Yes, of course! A budget narrative consists of a series of brief line-by-line comments

that explain an entry (a cost or revenue) in the budget. For example, for multi-session programs (such as Master Gardener, Master Naturalist, Diabetes program, or others) consider all aspects of the training including field trips, sponsored giveaways, etc. for the full number of sessions AND somewhere in the budget narrative state how many sessions the program entails. The “how many sessions” piece will allow us to average across similar programs with other counties who offer more or fewer sessions.

**Tip 5: Should I include sponsor contributions in my budget?** Yes, if the money is “in the bank” or if the sponsor has already committed to giving the money. Otherwise, be conservative.

## District Life

### 4-H Bacon Day Camp

By **Brian Estevez**  
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The 4-H Bacon Day Camp was held on July 17-19 and gave young people the opportunity to learn about and take part in the production of pork from farm to family. Twenty-two of the luckiest kids from Suwannee, Gilchrist, and Madison Counties attended the three day camp, with two participants even attending from as far away as Lee and Holmes Counties. The Bacon Day Camp is part of the Farm to Family series, a compilation of day camps conducted in the Suwannee Valley that includes the Hamburger, Chicken Wing, Enchilada, and Taste of Florida day camps, all of which introduce youth to all aspects of how their food is produced.

On the first day of the Bacon Day Camp, youth visited the University of Florida’s IFAS (UF/IFAS) Meat Processing Center. While there, participants met with Dr. Chad Carr, the UF/IFAS Extension meat science specialist who welcomed them to the UF campus and recruited them to come to the Department of Animal Sciences once they graduated. Youth also learned about food and personal safety before being taught how to fabricate a pork carcass. Soon after, camp participants donned hairnets, lab coats, and cutting gloves to cut up pork carcasses, prepare pork bellies to make bacon, and grind, stuff, and link sausage in a 450 processing room. UF/IFAS Communications Photographer Tyler Jones attended the Bacon Day Camp and photographed the day’s events.

Day two of the camp provided youth the opportunity to visit Lyons Show Pig Farm in Mayo. Camp members met with owners Ricky and Louisa Lyons who toured youth around their farm where they raise and sell pigs for youth to show at fairs around the southeast. During their tour, youth learned about how the farm breeds, vaccinates, and sells their pigs, and were even able to see baby pigs born earlier in the week. Youth were also introduced to tips on how to judge pigs for a livestock judging contest and how to show pigs at a fair. The day ended with a more in-depth lesson on livestock judging.

On the final day of camp, participants had a bacon taste test, trying regular, reduced salt, and maple flavored bacon.

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## From the District Director



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### Drinking the Extension Cool Aid ... at Professional Meetings?

My three favorite professional meetings in 2013 have been The Florida Association of Counties meeting, the EPAF meeting, and the International Master Gardeners Conference (IMGC). What a mix! What is so special about them? In short, these three meetings best embody the fundamentals of Florida Extension today.

The Florida Association of Counties annual meeting is a rare occasion to meet and greet most of the County Commissioners of Florida, the County Managers, and their families. On this occasion, conversations are open, direct, and face to face, while during the rest of the year, bureaucracy and protocol may get in the way. The UF/IFAS Extension booth (photo below) is spectacular,



UF/IFAS Extension faculty give away Florida product samples, provide information, and explain what Extension does in each community at the 2013 meeting of the Florida Association of Counties in Tampa, FL.

Photo by Larry Williams

with Extension agents from all Florida Extension Professional Associations giving away Florida product samples, providing information, and explaining what Extension does in each community. This may be the only day of the year we are not asking commissioners for anything, and it feels good! At the same time, Commissioners thank us for what do. For them, Extension is among the trouble-free service providers in their county. It is the moment when the partnership between Extension and Counties is best seen. So, Extension fundamental one: **Effective partnerships between UF/IFAS Extension and Florida Counties.**

For all the short comings we love to point out about EPAF, this meeting showcases to me what is best in Florida Extension: the County Faculty. This year was one of the best meetings I attended. The field trips were educational, associations held their business meetings, posters and exhibits showcased programs, networking was active in the hallways, ISTs provided professional improvement and technical updates, awards recognized incredible prestigious professional accomplishments, the keynote speaker was motivating, and we celebrated one year with Dean Place! Extension starts with the faculty – on campus and in the county offices. Collectively, Extension is a strong force in Florida. Individually, each faculty makes it happen. Extension fundamental number two: **Outstanding Extension Faculty.**

The IMGC was all about Master Gardener Volunteers, gardening, and community projects. This year, items on the programs ranged from outstanding to not-so-outstanding. Here are five talks that drew my attention. First, the “MG... Growing through Leadership” curriculum developed by Dr. Janet Ayres from Purdue University sounded awesome. The curriculum goal is to train potential leaders coming from the Master Gardeners group or other community organizations to do a good job at providing leadership in the community. Indiana Extension currently puts no expectations of set hours of service on the successful trainees. Why not? I thought that leadership training for volunteers should be a part of our UF advanced MG program. Currently, Dr. Ayres’ curriculum is available only in Indiana and I can’t wait to see it tried in Florida.

Next, “Dealing with Dragons” was a hands-on, engaging and systematic presentation of what the different types of dragons look like and how to handle each of them. Here “dragons” refer to the “difficult people.” Obviously, we are surrounded by them – in the work place as well as in our families. As we learned, people are difficult because they have learned how to manipulate those around them at an early age. They know they can get their way. The speaker even tried to convince the audience that some dragons were in attendance in the room and we all laughed, like dragons can do! On the limitation side, little was done to define what a dragon is exactly, and how to detect the “bad types.” Since different generations offer different behavioral clues, I would have expected a comment or two regarding generational differences. In the end, this was not

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*Drinking the Extension Cool Aid ...continued from previous page*

needed since the MG target audience in the room was rather homogenous in gender, ethnicity and generation. On the way out, attendees received their official “Certified Dragon Slayer” certificate. Good! Dragon hunting season just opened...

Third, “Gardening by the Moon” included all the good and the bad the title was suggesting. The good was about the role of planting dates, hardiness zones and soil testing in gardening success. The bad was about the sources of information such as “my husband’s family taught me that...” in areas spanning from planting and harvesting to canning. The audience could not believe what we were hearing. At the end of the talk, an attendee asked what was on everyone’s mind: “since as MG’s we are supposed to present fact-based information, where is the science supporting all that?” This question was quickly dismissed by “it depends if you believe in it or not”. Most of us did not.

Fourth, “Sherlock Holmes Shows Master Gardeners how to Diagnose Plant

Problems” was exactly what the title said. And it was fun. The staging was meant to make the audience feel like a detective. The instructor was dressed up as Sherlock Holmes. The case studies were real; the audience had to ask questions leading to the possible cause or causes. The atmosphere was a lot like “learning while doing,” and the audience was so engaged that the time went flying by.

And finally, “Mentors: The Sustainable Resource for the MG Program” started strong on the need and benefits of mentors. Mentoring is the back bone of the MG program. Teachers impart knowledge, guides show the way, but mentors do both. Quickly, the presentation drifted into a description of what the speaker’s MG association was doing and how. Some great ideas were presented. For example, the “smoothie list” is a list of activities that MG trainees can do to start accumulating hours of service when outside conditions are not conducive for gardening activities which keeps volunteers engaged during the off season. Another example was the organization of games so that

everyone remembers everyone’s names. This helps build the spirit of camaraderie which is excellent for MG retention! Finally, every MG trainee gets a star after every 5 hours of service. This creates a sense of belonging and fosters positive competition because everyone wants to get their star! After further thoughts, while academics at times like to focus on general concepts and theories, this was a talk based on specific examples, based on real experiences, and hence more trustworthy and applicable to the MGs in the audience. Good job! Extension fundamentals four and five: **Extension is based in science and trained volunteers are a great asset to Extension.**

Professional meetings are clearly a means of professional development – which we all need. I hope you have learned from and enjoyed your professional meetings in 2013 as much as I have! Let’s stay thirsty my friends!

## Information Technologies

### 4-H Smartphone Applications for Today’s 4-Her and Agent

By **Shaina Bennett**  
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4-H of yester-year had binders, books, and folders of information that a leader or agent would carry to every club meeting or judging practice. But let’s face it, those days are over. With smartphones and tablets, everything can now be stored in one device and used when

needed at all times. Of course, the right application can make things much easier (with less stuff to haul around), and the following apps are just the beginning of the possibilities for iOS and Android devices to aid with all things 4-H.

**4-H Animal Info:** Free for iOS devices only. The 4-H Animal Info App allows 4-H members to store detailed information about their project animals. It also provides web links to Ohio 4-H resources for the animals. Great for younger 4-H members.

**Retail Meat ID:** \$2.99 and available for both iOS and Android devices. This app was created by the University of Illinois for learning and identifying retail cuts of beef, pork, and lamb. The app offers 140 images of beef, pork, lamb, and variety cuts found on the National FFA and 4-H evaluation lists. A quiz feature lets you test your knowledge, either by species or with the entire set of cuts. All retail names are accurately displayed, and cuts are prepared to industry identification standards.

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They also learned the importance of eating bacon in moderation to reduce salt and fat intake. A local chef came to the camp to teach youth how he cooks bacon in his restaurant and afterwards, treated camp participants to two different bacon treats. Everyone then made bacon roses, baked bacon strips rolled in the shape of a rose, and a Suwannee County 4-H member taught the group how she makes chocolate bacon. After her presentation, campers were able to cut their own boneless pork chops from the pork loins that they cut earlier in the week. They then seasoned and cooked their pork chops before eating and enjoying their hard work.

Bacon Day Camp participants learned about the production of pork from farm to family and experienced the 4-H motto



4-H kids pose for a picture during their visit to the UF Meat Lab in Gainesville.

of “Learn by Doing.” The hands-on approach was supplemented by expertise from UF/IFAS Extension agents, UF/IFAS faculty and staff, and volunteers. Based on student evaluations after attending the Bacon Day Camp, youth increased knowledge about where their food comes from; learned about college and career choices; and increased

communication, decision making, teamwork, problem solving, and healthy lifestyle choice life skills. One participant noted on their evaluation, “the Agents (Brian Estevez, Chris DeCubellis, and Dan Fenneman) are always up for trying new ideas, even if they are crazy.” Just like wearing bacon tuxedos.



Left to right: Chris DeCubellis, Brian Estevez and Dan Fenneman

## Featured County Extension Office

By **Larry Figart**

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Nassau County is located in the Northeast corner of Florida, right on the Florida/Georgia line, and is home to over 70,000 residents. Even though Jacksonville says that it is “Where Florida Begins”, the folks in Nassau County know the truth. The county was named after the Duchy of Nassau which was once a State in Germany. Nassau County is a diverse place with 652 square miles of thick pine forests, quiet rivers and sandy beaches sandwiched between the banks of the St. Mary’s River to the north, the Nassau River to the south and the Atlantic Ocean to the East. Forestry and forest products have historically been the primary industry in Nassau



Left to right: Meg McAlpine, Amanda Thien, Rebecca Jordi, Amanda Burnett, and Margaret Johnson

County with over 300,000 acres of timberland valued at over \$290 million dollars. Railroad and tourism are also major industries here.

UF/IFAS Extension Nassau County has five Extension agents on staff: Rebecca Jordi is the County Extension Director and Horticulture Agent, Meg McAlpine is the Family and Consumer Sciences Agent, Amanda Thien and Margaret

Johnson are the 4-H Agents, and the newest agent, Amanda Burnett, is the Agriculture and Natural Resources Agent. UF/IFAS Extension Nassau County agents serve their clientele by performing over 850 field and office consultations and hosting over 18,500 participants in group learning events every year. For more information about UF/IFAS Extension Nassau County go to <http://nassau.ifas.ufl.edu/>.

4-H Smartphone Applications for Today's 4-Her and Agent ...continued from page 4

**First Aid For Horses:** \$1.99 and available for both iOS and Android devices. This app is a way to recognize if an injury or symptom of a horse requires immediate assistance or can be resolved at home. The tool is designed to help horse owners identify emergency symptoms, determine the severity of the situation and communicate more clearly with their veterinarian, while also providing information on what to do before the vet comes.

**Cattle Visions:** Free for both Android and iOS devices. This app calculates the breeding date and the calving date based on the observed breeding date.

**3C Livestock Judging:** \$3.99 for just Android devices. The 3C Livestock Judging application will calculate your competition scores at the click of a button; it will also track past competitions to see progress. After each competition, you can practice your reasons with the voice recording feature that includes save and playback options. This app also allows you to share your scores and comment on your classes via Facebook directly from the 3C Livestock Scorecard.

**Judging Score Calculator:** \$1.99 for just iOS devices. This app utilizes the Hormel Scoring Format, taking the judge's order, the cuts, and the

contestant's order to give an overall score. Great for livestock, meats, poultry, horticulture, and other judging classes.

**4-H News and Events:** Free and available for both iOS and Android devices. This app provides a simple and quick point to keep up-to-date on all your local, state, and national 4-H events and news. Currently, it is only available in the states of Wyoming and Texas, but Florida 4-H could definitely benefit from this app in the future!

## Quiz Question

By **Nichelle Demorest**  
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*Reliable field labor and praedial larceny are two of the most urgent problems facing Caribbean small farmers. How is the country of Trinidad and Tobago attempting to control praedial larceny?*

**Answer:**

*'Praedial Larceny' is the theft of crops and livestock from farmers. In Trinidad and Tobago, as in other Caribbean countries, this form of theft amounts to as much as 20% of production, and has become a major setback to food security and sustainability. The nature of the praedial larceny has moved from random and petty acts of theft to highly organized and violent crime.*

*To combat praedial larceny in Trinidad and Tobago, a specialized team of police was officially launched recently on August 19, 2013. The Special Reserve Police, also known as the 'dirty dozen', consists of four sergeants, 12 corporals, and 60 constables. In time, there will be more stations established across the county and they will operate on a 24-hour basis.*

## Which of the following is NOT an example of a genetically modified (GM) food?

- A) Scabless apples
- B) Virus resistant squash
- C) Colorado potato beetle-resistant potato
- D) Bt (*Bacillus thuringiensis*) corn
- E) 'Golden Rice' with beta-carotene

## The Challenge

By **Cathy Rogers** – UF/IFAS Extension Suwannee County – [cjrogers@ufl.edu](mailto:cjrogers@ufl.edu)

What do you think when you see someone who teaches nutrition order a bacon cheeseburger and large fries? Or when you visit an Extension office where you know there is a Master Gardener program and the grounds are clearly unkempt? Do you know Ag agents who grow *nothing* at home?

According to Stephanie Toelle, UF/IFAS Extension Duval County Family and Consumer Sciences (FCS) agent, one of the basic lessons in parenting is that children will *sometimes* believe what their parents say but they will *always* observe and learn from what their parents do.

Are you teaching by example? Are you practicing what you preach? If we are to have the participants in our programs look up to us and consider us as experts, we *must* live by the lessons that we teach.

Recently, I asked FCS agents in the Northeast District to list specific ways that they were teaching by example. Here are some of the responses:

- Serve healthy snacks at programs, including 4H (apples, nuts, popcorn, water or low calorie drinks)
- Encourage walking breaks
- Give healthy gifts and goodies (not candy) as treats
- Offer work time to employees for smoking cessation classes, if needed
- Offer work time to employees for diabetes self-management classes, if needed
- Post messages inside bathroom doors that encourage physical activity (Bathroom Bootcamp)
- Encourage staff to eat breakfast

- Encourage physical activity for all staff and clients including fun activities like Frisbee golf
- Encourage participation in "bike to work day"
- Offer milk or orange juice with cake at Birthday celebrations
- Give staff pedometers
- Encourage staff to drink water (8 – 8 oz. glasses) by providing water bottles, ice, and filter pitchers in the refrigerator



Lori Wiggins encourages drinking water!

- Replace candy jars at desks with nuts, dried fruit, popcorn, & breakfast bars
- Offer use of program scales to monitor weight
- Offer use of program blood pressure machine
- Use hand sanitizer at all programs
- Wash hands before fixing food
- Encourage all to bring mugs or glasses (rather than use disposables)

- Print in Century Gothic (uses less ink)
- Repaint desks rather than buying new desks
- Re-use paper, file folders and notebooks
- Turn off lights as we leave rooms
- Encourage staff to join America Saves to set goals and save for them

The challenge then is to the other disciplines (4-H, Sea Grant, Ag, Horticulture, etc.)

### In what ways do you teach by example?

Think about it, make a list, and send your examples to Alicia Lamborn [alamborn@ufl.edu](mailto:alamborn@ufl.edu) (photos also welcome).

### Your examples may be included in the next issue!

Let's practice what we preach and lead by example.



Taylor County staff uses mugs instead of foam cups.



## Thank You and Enjoy your Retirement!



### The Northeast Extension District Farewell to Dr. Joan P. Bradshaw

After 28 years of service at UF/IFAS Extension's Pinellas and Citrus County government, Dr. Joan Bradshaw has announced her retirement. While Joan will be able to dedicate herself to her passions, we are losing a wealth of experience, success and skills. Over the years, Joan has earned the respect from all whose lives she has changed and of all those she worked with.

Dr. Bradshaw was awarded the status of University of Florida Emeritus County Extension Agent effective October 2, 2013. The UF/IFAS Extension family thank Joan for her service and dedication, and wishes her a long and happy retirement. **Au revoir!**

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