**Remote Work Ideas**

The purpose of this document is to provide agents with general recommendations on work that can continue to be done during the restrictions placed on communities as a result of Covid-19.

**All Agents:**

* Email – catch up, clean up and organize into folders
* Newspaper articles – write in advance
* Facebook posts – write in advance and develop schedule for posting
* Write thank you and congratulatory notes to youth, volunteers and community partners.
* Work as a staff to develop a plan to virtually celebrate National Volunteer Week, April 19-25, 2020
* Share AgriLife Extension’s social media posts (schedule sent out in 3-18-20 agency update) and educational resources.
* Update your vitae!
* Draft contingency plans for events in late Spring that may need to be postponed or cancelled.
* Clean out files (refer to records retention guidelines) and any storage closets.
* Catch up, and stay up-to-date, on TExAS Data reporting and Train Traq.
* Work with 4-H Agent/Coordinator to plan summer youth events pertaining to your subject matter area.
* Create a profile in 4HConnect if you have not done so already. You may need it to register for summer events!
* Conduct a virtual Program Area Committee meeting, include a specialist if possible.
* Utilize Microsoft Teams or other communications tools to meet with neighboring agents to plan multi-county educational events for Summer and Fall.

**Unique to FCH/Health:**

* Work with district program teams established by Regional Program Leader to develop online “live” program strategies.
* Work on plans for future summer programs for adult and youth audiences.
* Practice new recipes.
* Promote FCH-related online courses available.
* Check out the FCH agent-only website and listen to recorded trainings on the various programs available.
* Maintain engagement with Master Wellness volunteers and TEEA members via phone calls, emails, newsletters, video updates, etc.
* Complete an inventory of program supplies. Make a list of supplies needed for programs planned over the next 2-6 months.

**Unique to 4-H Youth Development:**

* Work with district program teams, established by RPLs and 4-H Specialists, to develop and deliver online youth programs.
* Send regular updates to your club managers and 4-H families to keep them abreast of county activities.
* Maintain meeting schedule for county 4-H council and adult leader associations via online technology (Zoom, Teams, etc.).
* Create online club manager trainings, giving them relevant information and updates they need now (officer elections, chartering, summer program opportunities, etc.).
* Promote 4-H families to use time getting a jump start on their 4-H record books!
* Promote summer camping programs available at the 4-H Conference Center.
* Work on plans and logistics for summer day camps you will be hosting.
* Identify presenters and invite speakers for day camp programs.
* Create flyers and promotional materials for summer programs.
* Get ahead on plans for your 4-H awards programs .
* Update award applications and confirm award criteria with families.
* Input group enrollment forms into 4-H CONNECT.
* Go ahead and plan your 4-H enrollment kick-off/enrollment event.
* Plan your first 4-H club manager training for the 2020-2021 4-H year.
* Develop communications and inventory supplies related to Steer and Heifer Validation and State Fair Validation.
* Research, prepare, submit applicable grant applications (Texas 4-H Foundation county grant program)
* Write and send thank you letters and notes
* Send encouraging letters/notes to members and volunteers
* Update or create a school outreach plan for August 2020
* Create or update promotional pieces to be distributed to new audiences
* Create and post social media challenge ideas for 4-Hers and others
* Get a jump start on 4-H Youth Development plans for the new year
* On-line professional development for yourself
* Develop a plan for National 4-H Week
* Brainstorm ideas with council/leadership about service opportunities for OneDay 4-H
* Update volunteer list with current information - volunteers who have taken the Child Protection Training within the last two years
* Print current volunteer Child Protection Training certificates
* Research opportunities for on-line newsletter

**Unique to Agriculture and Natural Resources**

* Connect with Committee members and stakeholders
* Make plans with cooperators for Result Demonstration work this Summer
* Communicate with Specialists to coordinate Fall education events – some that may be rescheduled from this Spring.