

WEEKLY SCHEDULE OF EXTENSION ASSISTANT

Extension Assistant:

Week of: _____ through: _____, 20__

(Fill in plan of work prior to the week. Update with actual work accomplished and turn in with the next week's plan.)

DATE	WORK/LOCATION	WHAT I PLAN TO DO	CHECK IF COMPLETED NOTE ANY CHANGES FROM PLAN	TOTAL CONTACTS																
Monday _____, 20__ Mileage: _____			<input type="checkbox"/> Complete? Changes: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Race</td> <td style="width: 50%;">Gender</td> </tr> <tr> <td>Black</td> <td>Female</td> </tr> <tr> <td>White</td> <td>Male</td> </tr> <tr> <td>Asian</td> <td></td> </tr> <tr> <td>Hispanic</td> <td></td> </tr> <tr> <td>Native American</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> </tr> </table>	Race	Gender	Black	Female	White	Male	Asian		Hispanic		Native American		Other		TOTAL	
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Thursday , 20 Mileage:			<input type="checkbox"/> Complete? Changes:	Race Gender Black Female White Male Asian Hispanic Native American Other TOTAL
Friday , 20 Mileage:			<input type="checkbox"/> Complete? Changes:	Race Gender Black Female White Male Asian Hispanic Native American Other TOTAL

Notes to Agent: