

INSTRUCTIONS: Complete one line for each activity. Column information should be entered as follows:

NOTE: Don't change the number of columns or their appearance.

COLUMN NUMBER	COLUMN NAME	INFORMATION TO BE ENTERED
1	Requesting Office	Enter the name of the office requesting this information.
2	Date	If activity was more than one day, enter the BEGINNING DATE ONLY .
3	City	City in which activity was held or originated.
4	State	State in which activity was held or originated (<i>Use Postal designations, e.g. CA for California</i>).
5	Duration	Length of activity in hours (<i>e.g. 4 hrs.</i>) or days for extended conferences (<i>e.g. 1 ½ days</i>).
6	Type	The type of Face-to-Face educational meeting with producers being reported according to the following codes:
		W = Dedicated Risk Management or Crop Insurance Workshops
		M = Risk Management or Marketing Clubs
		G = Risk Management or Crop Insurance Sessions at Grower Organization Meetings
		C = One-on-one Risk Management or Crop Insurance counseling
		O = Other, explain in Description
7	Summary Description	Provide a brief description of the content of the activity.
8	Number of Producers	Number of producers; for booth exhibits use only actual one-on-one contacts not to exceed a maximum of 100.
9	Total Attendance	Total number of individuals attending.
10A - C	Name, Title and Date	10A. Enter the name of person collecting data.
		10B. Enter the title of person collecting data.
		10C. Enter the date, data was collected.