



**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 <b>BEGINNING DATE ONLY</b> .
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: <b>W</b> = Dedicated Risk Management or Crop Insurance Workshops <b>M</b> = Risk Management or Marketing Clubs <b>G</b> = Risk Management or Crop Insurance Sessions at Grower Organization Meetings <b>C</b> = One-on-one Risk Management or Crop Insurance counseling <b>O</b> = 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.