

From: [The All Extension Mailing List](#) on behalf of [Showalter, Kimberly](#)
To: [The All Extension Mailing List](#)
Subject: ALL-EXTENSION: 2012 EEET Submission "Deadline"
Date: Monday, December 03, 2012 6:21:32 AM

If you still have EEETs to submit for inclusion in your 2012 Annual EEET Summary Report ...

- **The deadline to submit EEETs for this calendar year is December 14, 2012** (your EEETs must be postmarked by that date). The Program Development and Evaluation (PDE) Unit will NOT process any EEETs postmarked after that date until 2013 (This means any late EEETs will NOT be on the EEET annual summary report that will be sent out to county program faculty and staff in January 2013).
- You have several options for getting your final EEETs to us:
 - Bring any EEETs you have to Annual Conference on December 5.
 - There will be a box labeled "EEETs" at Bonnie Scranton's table, "Buckeyes at Lane and High". Please use this box and do NOT hand your forms to a PDE staff member at the conference as they may get lost in the shuffle.
 - Bring any EEETs you have to one of the RiV trainings. Unless bad weather prevents us from conducting the trainings around the state, either Kim Showalter or Debby Lewis can accept your forms at one of the RiV trainings. (the RiV Extension training schedule and registration link are viewable here: <http://pde-cms.ag.ohio-state.edu/extension-reporting/research-in-view-riv/>)
 - Mail your EEETs to:
 - EEETs
Suite 25, Agricultural Administration Building
2120 Fyffe Rd.
Columbus, Ohio 43210
 - MUST be postmarked by December 14, 2012!!!
- Please remember to include a cover sheet with each set of EEETs, for each instructor.
- All EEETs should be in SEALED ENVELOPES!!! Your forms collector should sign their name on the seal.

Finally, please remember to submit ALL EEETs in a TIMELY manner! Do NOT "sit" on them for months and months! All EEETs are entered BY HAND by PDE staff – please be respectful of the time it takes to process your forms. If you volunteered to collect forms for a colleague, please send them to the PDE office immediately; your peer is depending on you.

Thank you! I appreciate your cooperation!

Kim

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