Index for Cooperative Extension Manual	
Topic	Chapter(s) found
4-H Enrollment Form	Forms
501C status- obtaining	Equipment and Supplies
Accident/Incident Report Form	Employment; Risk Mgt.; Forms; Insurance; Client Prot-Risk Mgt.
Advance Payment of Registration Fees	Travel; Professional Improv.
Agent Funding Model	District Board-District Board Manual
Attendance Roster/Sign-in Sheet	Affirmative Action; Forms
Audits, Financial Statem., Attestation	EBO or District Board Manual-Money Handling Procedures
Bidding Process-Steps	Equipment and Supplie; District Board-District Board Manual
Bookkeeper, County Duties	Office Operations
Building Recommnedations	District Board-District Board Manual
Budgets- County	District Board-District Board Manual
Business Forms, Extension	EBO
Calendar Sample for Staff	County Staff Meetings and Schedules
Calendar-Extension Deadlines	Calendars; District Board; Reports for Co. Agents
Careers with Extension	Employment
Children in the Workplace	Office Operations-office operations overview
Cell Phone Policy Sample	District Board-District Board Manual
Credit Card Standards	EBO or District Board-Money Handling Procedures
Defibrillator- info for county offices	Disaster/Emergency Preparedness
Disposal Guide-suggested for Docs	Filing Procedure for County Office
Diversity Award	Diversity; Awards, Fellowships
Donations-Handling & Acknowledging	Volunteer Group Financial Guidelines
Dress Code	Employment; Office Operations
EIN-Employer Identification Number	Equipment and Supplies
Emergency Closings	Emergency Closings; Office Operations
Employee-Family Education Program	Tuition Assistance Programs; Employment
Exclusives for News Articles	Media
Facilitators, County Duties	Office Operations
Facility Usage/Mgt. sample agreement	Office Operations
Fair-County Participation	Community Leadership Roles
Family and Medical Leave	Leave; Employment, UK Employee links -UK HR Policies/Proced.
Filing System for Extension	Filing Procedure for County Office
Grant Management Guidelines	EBO or District Board-Money Handling Procedures
Holiday Calendar	Leave
I-9 Forms	Employment; Office Operations
In-Service & Exten. Activities Calendar	Calendars (link to KERS for in-service)
Indivdual Study Plan-Extension Agt	Career Ladder
Insurance	Insurance, Risk Mgt., Client Protection-Risk mgt. section

Inventory Forms	Equipment and Supplies
KRS statutes for Cooperative Exten.	District Board-Dist Board Manual; Overview- KY. Coop. Ext.
Leave policies-UK	Leave
Mailing List Maintenance	Mailing
Managers, County	Overview, History, and Structure of KY CES
Mid-year performance form	Employment; Perform. Apprais; Reports - Agents
Money Handling Procedures	EBO; District Board-District Board Manual
Newsletter Annual Inclusion Statem.	Affirmative Action
Organizations-local participation	Community Leadership Roles
Out-of-State Travel Form	Travel; Forms
Personal Service Contract	District Board
Petty Cash	EBO or District Board-Money Handling Procedures
Photo Release Form	Forms
Post-Retirement	Employment
Professional Development	Employment; Professional Development
Program Council Funds-Staff Handling	Volunteer Group Financial Guidelines
Radio-Television	Media
Reimb. Guide for In-service w/credit	EBO or District Board-Money Handling Procedures
Report to the People	Report to the People
Receiving-Expending Extension Funds	EBO or District Board-Money Handling Procedures
Resignation-Agents & Support Staff	Employment
Risk Management Plan	Forms; Risk Management
Sales Tax Purchase Exempt Number	Equipment and Supplies; Volunteer group financial guidelines
Social Media Guidelines	Media
Staff Assist. Duties/Orientation Pkt.	Office Operations-Office operations overview
Training-Ag Extension Computer	Computing Information
Transfer Policy	Employment
Travel-Bi-Weekly and Agents	Travel; Risk Management; Client Protction-Risk Mgt. section
Vacation Accrual	Leave
Vehicle Usage Policy Sample and Log	District Board-District Board Manual
Volunteer Group Finances	EBO; Volunteer Group Financial Guidelines