IPM Annual Report

I. IPM Annual Report Overview

II. Guidelines for IPM Annual Reports and Evaluation

III. Example of IPM Annual Report Cover
IPM Annual Report Overview

Due dates for IPM Annual Reports are as follows:

- November 1: Lower Rio Grande Valley (District 12)
- December 1: Costal Bend (District 11)
- February 1: Southwest (District 10), Southwest Central (District 8), Southeast (District 9), North (District 4), East (District 5)
- March 1: West Central (District 7), High Plains (District 2), Far West (District 6)

Citrus and Pecan due upon harvest completion

It is important that each Extension Agent-IPM prepare an IPM Annual Report. This is one of the ways we justify expenditures of state and federal funds. Accountability has never been more important in our organization’s history.

An IPM Annual Report from each Extension Agent-IPM is expected in a timely manner unless you have made other specific arrangements with the Extension IPM Coordinator.

Copying of the IPM Annual Report

  a. Make arrangement to copy at the County Office or District Office
  b. Use Texas AgriLife Extension Copying Services at the Riverside Center, contact (979/845-2415) or (979/845-2856) for more information.
Guidelines for IPM Annual Report

I. Cover Page

Updated yearly, also, an electronic copy of the cover may be obtained from the IPM Coordinator.

II. Acknowledgment

Recognized all program participants, IPM committee members, County Extension Agents, District Extension Directors, Extension specialists, IPM Coordinator and any research personnel (Texas AgriLife Research, Texas AgriLife Extension or USDA) that assisted in planning, coordinating, implementing and/or support roles.

III. Table of Contents

List all sections of IPM Report and topics.

IV. (Name of Counties) IPM Program Highlights and Discussion

V. Educational Activities

This section should include a varied list of educational activities conducted by the Extension Agent-IPM. See form.

VI. IPM Evaluation Producer Survey

VII. Result Demonstrations

Format used should be consistent with that used in county Demonstrations Handbooks. This may not be possible in every case since IPM demonstrations are often more comprehensive and often data reflects statistical analysis. Reports should be self explanatory and charts, figures and graphs should be reader friendly.

General Format:

1. Single spaced typing
2. Printed front and back
3. Pages numbered
4. Margins (1" at top and bottom) 1 1/8" on left and right to allow for binding
5. Tables and graphs should be professional using Power Point or Corel Presentations or comparable computer software.
INTEGRATED PEST MANAGEMENT

Runnels & Tom Green
IPM Program
2010

Texas IPM
Partners with Nature

AgriLIFE EXTENSION
Texas A&M System