

Oneida Extension Educators and Staff made 268 Direct Programming Contacts in the months of March and April; with 136 Adult Contacts and 132 Youth Contacts. Office Administration assisted American Spirit East, Forest County, Human Services and the ADRC with external projects.

Health and Well-Being Educator, Laurel Parins, guest starred on Up North @ 4 (WJFW-12); which has a reach of 8,000-11,000 households per day and 148,000 website views per month.

Oneida Extension made indirect contact with 4,713 viewers through the Extension Oneida County Facebook and the Oneida County 4-H Facebook.

2026 Cumulative Total: 766

Contacts: 136 Adults and 132 Youth

2026 Cumulative Indirect Outreach: 10,093

March & April 2026

Positive Youth Development Oneida County 4-H

Anne Williams, 4-H Educator, .5 FTE

- Facilitated a gathering of the Northwoods Explorers 4-H Club, where youth led club business, recreation, and education. The goal was for youth to develop strong and supportive relationships with peers and caring adults in a safe, supported, and welcoming environment, and to be actively engaged in making group decisions while practicing life skills.
- Facilitated a gathering of youth and adult members of the Northwoods Explorers 4-H Club's Sign Language Education Committee where participants practiced signing words to teach at the next upcoming 4-H club gathering. The goal was to promote inclusive communication and youth leadership among 4-H youth members.





- Planned for science education programs for youth, teens, and families in collaboration with University of Wisconsin-Madison College of Agricultural and Life Sciences. The goal is to offer hands-on learning experiences at Kemp Natural Resources Station and the Rhinelander Agricultural Research Station, so that participants can explore science in real-world settings and benefit from increased access to UW-Madison resources in rural areas.
- Provided support to a newly established Oneida County 4-H Robotics Planning Group, made up of dedicated 4-H adult volunteers. The goal is to support high-quality robotics and STEM programming for youth, so that young people gain hands-on learning experiences that build leadership, problem-solving, and future-ready skills.

Positive Youth Development

Sharon Krause, Community Youth Development Educator, .5 FTE

- Facilitated the continued growth of a partnership with Native American mentors at Lakeland Union High School, where respondents from Oneida County Teen Court are required to meet with them in order to build relationships that benefit students throughout their high school careers.
- Raise Your Voice Club members from Rhinelander High School planned events on and off campus around the theme of self-love, in an effort to reduce dating violence.

From a Native American mentor: I am just emailing to let you know the respondent did meet with me once a week for the last 4 weeks, we also agreed that we will continue to meet weekly to help with whatever they need. Thank you for sending them my way! I love the bond we have made over the past weeks.

Health and Well Being

Laurel Parins, Health & Wellbeing Educator, .73 FTE

- Contributed to the ADRC Wellness Newsletter for older adults, where research-based information on nutrition, movement, and healthy lifestyle habits is shared in a simple and accessible way, to help older adults maintain independence and improve overall well-being.
- Facilitated the Sit & Be Fit Class for older adults, where participants practice chair-based and standing exercises to improve strength, balance, and flexibility, to support mobility, reduce fall risk, and promote healthy aging.



Participants of the *Sit & Be Fit* exercise program doing stretching and strengthening movements.

Total Reach: 1400 Readers of the ADRC Newsletter; 11,000 households per day and 148,000 website views per month for Up North @ 4 (WJFW-12).



Office Administration

Jessica Young, Oneida County Extension Office Manager, 1 FTE

Administrative & Operations

- Completed daily operational monitoring and workflow management (email, 4HOnline, finances, scheduling).
- Reconciled invoices, cash receipts, revenue accounts, mileage reports, and time tracking; resolved discrepancies.
- Managed office operations: mail handling, bulletin boards, office supply inventory, phone system transition, IT tickets, and equipment setup.
- Prepared, reviewed, and submitted county reports, CUW summaries, meeting minutes, and County Board materials.
- Supported County Board and committee functions through document preparation, printing, mailing, and packet assembly.

Financial & Fiscal Support

- Processed Teen Court cash receipting, letters, certificates, and financial entries.
- Recorded and reconciled grant-related and program expenditures; updated external project revenue tracking.
- Managed vendor payments and troubleshooting (Amazon, 4Imprint, Trig's), including communication with Business Services.

AES (WI 4-H American Spirit Experience) Program Coordination

- Organized and finalized youth color groups, rosters, nametags, luggage tags, rooming lists, and meal tracking.
- Assigned teachable moments, Ellis Island characters, and room placements while accommodating requests and compliance requirements.
- Updated and published ASE orientation materials, handbooks, QR codes, websites, and booklets.
- Conducted extensive data entry, roster scrubbing, and follow-up with families and adult advisors.
- Coordinated printing, packet assembly, shipping, and on-site preparation; supported orientation feedback processing.
- Assisted with outreach, communications, and late-stage updates through extended work hours as needed.

4-H & Youth Program Support

- Coordinated multiple youth programs (Youth Summer Theater Program, Oneida County Youth in Governance, Robo-Camp, Advanced Robo-Camp, Youth Science Discovery Days, and the Youth Creative Arts & Communication Expo).
- Created/updated 4HOnline events, Google forms, registration trackers, emergency contact lists, and web pages.
- Designed, printed, distributed, and archived program flyers (elementary, middle/high school, digital and print).
- Managed registrations, troubleshooting, approvals, transfers between counties, and family communications.
- Planned program logistics, supplies, certificates, signage, nametags, and promotional timelines.



Marketing, Communications & Outreach

- Created and scheduled social media posts and events for Extension and 4-H platforms.
- Drafted, reviewed, and distributed weekly email blasts and targeted follow-up communications.
- Produced videos, graphics, calendars, flyers, and press releases for programs and volunteer recognition.
- Ensured accessibility and compliance (alt text, text-only documents, accessible web formatting).

Website & Digital Content Management

- Updated multiple Extension, 4-H, Teen Court, Raise Your Voice, Leaders' Association, Robotics, and program web pages.
- Corrected formatting, added accessibility features, posted agendas/minutes, and archived completed events.
- Maintained current calendars, office hours, closures, and meeting dates across platforms.

Volunteer & Community Engagement

- Supported volunteer recruitment, onboarding, training reminders, background screening communications, and appreciation activities.
- Prepared and distributed volunteer thank-you cards and recognition materials.
- Responded to public inquiries (soil samples, water testing, horticulture, agriculture) with guidance and follow-up.

Events, Exams & In-Person Support

- Proctored PAT exams and processed related paperwork.
- Supported Youth Creative Arts Expo planning, setup, materials prep, and post-event wrap-up.
- Assisted with room reservations, event logistics, and on-site coordination for multiple programs.

External Projects & Inter-Departmental Support

- Completed ADRC external project data compilation, quantitative and qualitative data analysis, creating handouts, and presentations.
- Human Services external project NetSmart database conversion and file migration, along with preparing old documents for shredding services.
- Supported Human Services, CALS, Health Department, and other partners with coordination, communication, and materials.

Overall Impact:

Successfully supported high-volume, multi-program operations with strong attention to detail, compliance, accessibility, and communication—resulting in timely program delivery, accurate records, effective outreach, and positive stakeholder experiences.