Texas A&M AgriLife Extension Service
Fee-Based Programming
Agency Guidelines

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Agency Guidelines for Fee-Based Programming

Texas A&M AgriLife Extension Service commonly collects fees for educational programs to recoup program expenses. Extension's funding model consists of appropriations dedicated to extension education through state, federal, and county government partners and has long been supplemented with contracts, grants, gifts, and fee-based programming. We will continue to seek such supplemental funds, in keeping with the agency mission, to help maintain and enhance exceptional extension programming.

Principles for Fee-Based Programming

- Fee-based programming will be consistent with the mission of Extension to "create high-quality, relevant continuing education that encourages lasting and effective change."

- Fee-based programming is not a new concept in Extension. Examples include registration fees for conferences and workshops, publication and manual sales, and fees for the analysis of water, forage, and soil samples.

- Program priorities will continue to be driven by our strategic planning process, not by the opportunity or need to collect fees. A fee-based approach is not "one size fits all."

- Strategies for fee-based programming should be integrated into annual program planning and review processes.

- All Extension personnel are responsible for supporting fee-based programming.

Fee-Based Programs and Services

Adhering to the principles above, Extension specialists and agents will include fee-based planning as part of the program planning process. Extension faculty, staff, and volunteers should recognize the opportunities and should recover costs associated with extension programs and services. Registration or participation fees and fees for services help to maintain the statewide delivery network.

Why Standardize?

- To ensure consistent fee-based programming practices across the agency.
- To establish a process that supports the program delivery network.
- To maximize agency resources.

Fee-Based Program Planning

Fee-based programming will provide additional outcome-acknowledgement from clientele that programs and services are valued and "worth" paying for.

Fee-based programming applies to programs that support the agency's mission; promote the public good and individual advancement; and have unique value addressing critical issues identified by specific clientele groups.

As a part of program planning, county agents, specialists and regional program leaders will collaborate to determine if an activity should be subject to a registration fee. If a program is specifically targeted to a limited-resource or at-risk audience, fee-based programming is most likely not appropriate. Programs directly supported by designated federal funds (i.e., EFNEP and BLT) are exempt. Most other activities could likely be included in a fee-based programming strategy.

Factors to consider when determining if a specific activity is suitable for fee-based programming include:

- ➢ Does the targeted audience have the potential to benefit economically, or will they receive certification or continuing education units (CEUs) from participation?
    - o If the potential value to the participants is high, or they will receive CEUs or other tangible benefits, Specialists should work with associate department heads (ADH) and CEAs should work with the district extension administrators (DEA) and regional program leaders (RPL) to determine an appropriate fee structure.

- Is this an activity that is more advanced in subject matter and will lead to a higher level of understanding?

  - If this program is beyond basic, beginning information, Specialists should work with ADHs and CEAs should work with the DEAs and RPLs to determine an appropriate fee structure.

- Will there be a significant amount of extension faculty and staff time dedicated to the planning, implementation, and evaluation of the activity?

  - Activities that require extended planning time or significant time to conduct should likely be fee-based. Specialists should work with ADHs and CEAs should work with the DEAs and RPLs to determine an appropriate fee structure.

Fee-Based Program Costing

For educational group meetings, a minimum of $10 per participant or 10% of the registration fee per participant will be remitted to the agency. In other words, if the registration fee is $100 or less, $10 per registrant is remitted. If the registration fee is more than $100, 10% of the registration is remitted.

For online courses, laboratory services, publication sales, and other services, 15% of the registration or service fee is remitted.

Fee-Based Program Costing for 4-H and Youth Development Programs

For annual 4-H enrollment, a participation fee of $25 is assessed per member. An early sign-up rate of only $20 applies if registration is received between September 1 and October 31. All youth will enroll on the 4-H Connect system and follow 4-H Connect guidelines.

In some instances, other fees may be applicable in addition to the annual 4-H participation fee. The section below will assist in the planning of 4-H and Youth Development programs, activities, and competitive events:

	Subject to Fee-Based Charges	*NOT Subject to Fee-Based Charges*
County project trainings for youth and adults (including scholarship trainings, record book trainings, etc. for county or multi-county 4-H trainings for youth and adults.)		*X*
District/regional/statewide 4-H educational programs: This includes workshops, clinics, conferences, and other educational program activities and events.	*X*	
Youth programs that do not require 4-H membership (excluding curriculum enrichment): Including a regional/ statewide program that is youth-oriented, but not specifically 4-H.	*X*	
Curriculum enrichment: Such as Science of Agriculture Days/Ag Science Fairs and Pizza Ranch Days		*X*

When planning a 4-H and Youth Development program, event, or activity, if you are unsure whether to assess a fee, please consult your DEA, district 4-H specialist, or RPL for input in making the decision.

Fee-Based Programming Processing

Prompt processing and accurate, complete reporting of fees is a shared responsibility for all fee-based programming efforts, including those conducted with program committees. Reports should be submitted within 14 days of completion of the workshop or event.

A variety of tools and resources to assist agents and specialists can be found here. These tools include procedures, forms and one page resources on fee-based programs.

Guidelines for County Extension Agents

Three primary scenarios exist for managing fee-based programming funds and have been outlined below to assist agents in determining which method of fee-based programming processing best fits.

- Scenario One: through a committee
- Scenario Two: through an Extension District Office, or
- Scenario Three: through Extension Conference Services.

***Scenario One:* through a committee**

Probably the most common scenario is when an agent coordinates with a local committee to deliver a program. The agent provides leadership to program planning and implementation and the committee manages the event planning and other event details. The committee collects, and deposits participant fees, provides committee receipts, maintains a participant list, and pays event-related expenses from the funds collected.

In this fee-based programming scenario, the agent obtains the participant list and registration fee information from the committee. That information will be used to calculate the $10 or 10% to be remitted. The agent does not submit the participant list but should maintain it for three years, per records retention guidelines. If a sign-in sheet is used in place of a participant list, the agent must identify complimentary vs. fee-paying participants.

For each event, the lead agent must complete an event report form, which is available on the website. (Before printing the form, enter the information online to take advantage of the form's autofill features.) This form documents the fee-based programming amount that the committee will remit to Extension.

The committee has two options for remitting the fee-based fund amount to Extension: 1) provide a check or, 2) request to be invoiced.

1) If the committee provides a check, the agent will select the event report with deposit form (AG-231) option on the website and issue an Extension receipt to the committee for the check. When the event report is completed online, the deposit form will autofill with the appropriate data. Print and sign both forms (event report and deposit) and mail them with the committee check (endorsed "For Deposit Only-Extension Account 210410") and the pink copy of the receipt to AgriLife Banking and Receivables, 2147 TAMU, College Station, Texas 77843-2147.

The district office will generate the monthly event report summary, which should be submitted to Extension Fiscal at extcr@tamu.edu in an Excel format by the 15th of the following month. The Excel template for the monthly report is available on the website.

2) If the committee asks to be invoiced, the committee will need to complete an External Customer Information Request Form (AG-257) for initial setup. The agent should select the event report with request for invoice (AG-232) option from the website. When the event report is completed online, the request for invoice will autofill with the appropriate data. Print and sign both forms (event report and request for invoice) and e-mail to the District Office Manager along with the completed Customer Information Request Form (AG-257) for entry into iPayment. Upon generation of invoice, the District Office Manager will email the invoice to the committee for payment.

   The district office will generate a monthly event report summary and e-mail it to Extension Fiscal at extcr@tamu.edu in an Excel format by the 15th of the following month. The Excel template is available on the website.

***Scenario Two*: through an Extension District Office**

The agent provides leadership to program planning, implementation and also manages the event planning and other event details through the extension district office using an Extension workshop account.

In this scenario, the agent collects the participant fees, issues Extension receipts to all participants, remits the deposit forms and fees per agency procedures, and maintains the participant list . All revenues are recorded in an Extension district workshop account and likewise, expenses are encumbered and paid directly by the agency. Invoices are processed through Extension district workshop accounts. The lead agent will select and complete the event report (AG-230) from the website and submit it to the district office. The district office will use this form to generate a monthly event report summary and e-mail it to Extension Fiscal at extcr@tamu.edu in an Excel format by the 15th of the following month. The Excel template for the monthly report is available on the website.

***Scenario Three:* through Extension Conference Services**

The agent provides leadership to program planning and implementation and may handle some of the event planning but works with Extension Conference Services to manage the event registration.

In this scenario, the Conference Services staff provides online registration and online credit card processing, collects registration fees (check , credit card, invoice request), issues receipts, remits deposits directly to an Extension workshop account, maintains the registration roster (which is accessible by the organizer and their designees), handles registrant invoicing as needed, provides an event reconciliation to the organizer, and submits the event report and a monthly event report summary to Extension Fiscal.

If the agent is taking registrations on site the day of the event, Conference Services can provide guidance for on-site registration forms, a sign in sheet, and detailed instructions on returning the forms and collected funds to the Conference Services office for processing. The Web address for Extension Conferences Services can be found here.

Guidelines for Specialists

Three primary scenarios exist for managing fee-based programming funds and have been outlined below to assist specialists in determining which method of fee-based programming processing best fits.

- Scenario One: through an Extension Unit
- Scenario Two: through Extension Conference Services
- Scenario Three: through a committee, foundation or association.

***Scenario One*: through an Extension unit**

The specialist provides leadership to program planning, implementation and manages the event planning and other event details through their Extension unit.

In this scenario, the specialist collects the participant fees, issues receipts, maintains the participant list and remits the deposits to their department for deposit via iPayments. All revenues are recorded in an Extension unit workshop account and likewise, expenses are encumbered, and invoices processed through Extension unit workshop accounts. The lead specialist will select the event report (AG-240) from the website, sign, and submit to the unit. The unit will use this form to generate its monthly event report summary and e-mail it to Extension Fiscal Office at extcr@tamu.edu in an Excel format by the 15th of the following month.

***Scenario Two*: through Extension Conference Services**

The specialist provides leadership to program planning, implementation and may handle some of the event planning, but works with Extension Conference Services to manage the event registration.

In this scenario, the Extension Conference Services staff provides online registration, online credit card processing, collects registration fees (check, credit card, invoice request), issues receipts, remits deposits to an Extension workshop account, maintains the registration roster (which is accessible online by the organizer and their designees), handles registrant invoicing as needed, provides an event reconciliation to the organizer, and submits the event report and a monthly event report summary to Extension Fiscal Office.

If the specialist is taking registrations on site the day of the event, Conference Services can provide guidance for on-site registration forms, a sign in sheet, and detailed instructions on returning the forms and collected funds to the Conference Services office for processing. The Web address for Extension Conferences Services can be found here.

Scenario Three: through a committee, foundation or association

In this fee-based programming scenario, the specialist obtains the participant list and registration fee information from the committee. That information will be used to calculate the $10 or 10% to be remitted. The specialist does not submit the participant list but should maintain it for three years, per records retention guidelines. If a sign-in sheet is used in place of a participant list, the specialist must identify complimentary vs. fee-paying participants.

For each event, the lead specialist must complete an event report form, which is available on the website. (Before printing the form, enter the information online to take advantage of the form's autofill features.) This form documents the fee-based programming amount that the committee will remit to Extension.

The committee has two options for remitting the fee-based fund amount to Extension: 1) provide a check or, 2) request to be invoiced.

1) If the committee provides a check, the specialist will select the event report with deposit form (AG-241) option on the website and issue an Extension receipt for the check. When the event report is completed online, the deposit form will autofill with the appropriate data. Print and sign both forms (event report and deposit) and provide to the unit business administrator for deposit via iPayment (endorsed "For Deposit Only-Extension Account 210410"). The original white copy of the receipt is provided to the committee and the pink copy is submitted with the check.

2) If the committee asks to be invoiced, the committee will need to complete an External Customer Information Request Form (AG-257) for initial setup. The specialist should select the event report with Request for Invoice (AG-243) option from the website. When the event report is completed online, the request for invoice will autofill with the appropriate data. Print and sign both forms (event report and request for invoice) and submit to the unit business administrator for entry to iPayment. The unit should email the invoice the committee for payment upon entry of the invoice into iPayment.

Resource materials are available at extfeebased.tamu.edu.

Talking Points

for Program Area Committees, Task Forces, and Commissioner Courts

- Fee-based programming is not a new concept for Extension. There are numerous instances where fees are charged to cover costs such as speaker fees, meal and refreshment costs associated with conducting educational programs.

- The purpose of the Extension fee-based programming is to help sustain and enhance the agency's program delivery capacity.

- Program priorities will continue to be driven by a strategic planning process that utilizes input from local clientele, not by the opportunity or need to collect fees.

- The mechanisms for fee-based programming will be transparent, following defined cash management guidelines.

- Programs focusing predominately on limited resource audiences will not be subject to fee-based programming, unless it is a program where fees already exist.