

## Annual Plan of Work

A conservation district develops an annual plan of work as a guideline for carrying out both effective and efficient programs. It describes the activities and tasks the district will accomplish in the coming year.

### Purpose:

1. Implement the goals and objectives identified in the long range plan.
2. Identifying the overall district objectives together with the particular activities to be accomplished during a given year.
3. Assigning agencies, organizations and/or individuals with the responsibility of completing the various activities.
4. Making provisions for money, manpower, material and methods needed to carry out activities.
5. Establishing a timetable for the completion of planned activities.
6. Evaluating progress in the completing districts objective, both short and long range.

### Contents:

A well-prepared annual plan of work includes specific information in regards to what is the activities the district hopes to accomplish during the year. To assist those who are directly involved in preparing the plan and other interested parties. The following additional information may be included:

- a. A short statement stating the responsibilities of the district according to the Conservation District Law.
- b. Names, addresses and telephone numbers of the district supervisors and district employees.
- c. List of cooperating agencies and their associated personnel.
- d. Committees and their responsibilities

The Annual Plan of Work should be filled out on a fiscal year basis. For example, when submitting vouchers for state appropriation for Fiscal Year 2003, the Annual Plan of Work should cover the period of July 1, 2002 to June 30, 2003. A current annual plan of work is required to obtain and maintain qualification for state funding. The annual plan of work should be submitted to the Wyoming Department of Agriculture and WACD on a yearly basis.

[Contact WACD](#) for a copy of the current Outstanding Annual Plan of Work.