

# Annual Report

The Annual Report should summarize the past year's activities of the district, including priority natural resource issues. The report should include information on the operations of the district, budget and supervisors.

## Purpose

A review of the district's annual report should give the reader a basic understanding of the scope and direction of the previous year's efforts. District officials, employees, and cooperating agency personnel need to review the accomplishments of the past year.

Annual reports provide a method of publicizing and promoting the district activities. Distribution of the annual report is essential. All key resource leaders and decision makers should receive a copy. This could include: cooperators, county commissioners, municipal government officials, legislators, schools, agriculture and environmental organizations, businesses, civic organizations, youth groups, and other county, state and federal agencies. The annual report can be an extremely valuable information/education tool to promote technical and financial support for your district.

The report should show the district's progress, using measurable means, i.e. the number of school children presented to, number of trees planted, or water quality monitoring activities. It should tell of special events of the year that the public needs and wants to know and other information you want on record, such as tours or demonstrations.

## Content

1. Include accomplishments of each conservation practices completed
2. Show how public funds were used wisely with measurable results.
3. Give all key cooperating agencies and individuals proper credit for their assistance.
4. Show how District Supervisors actively participated in area, state and national conservation district activities.
5. Wherever possible, annual reports should show the cost/benefit savings resulting from implementing district programs.
6. Every effort should be made to develop a professional product with wide distribution. Consider professional printing when possible.
7. Include high quality photos of district activities and corresponding captions when possible.

Annual reports are required to obtain and maintain state funding. Copies of your annual report should be sent annually to the Wyoming Department of Agriculture and WACD.

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