

**GUIDELINE FOR DEVELOPING  
LETTER OF INVITATION TO PARTICIPANTS  
COUNTY LISTENING SESSION -- OPTION A  
EXTENSION LONG-RANGE PLAN 2004-2007**

Date

Dear (Name):

Every four years, the **(Name)** County Extension Service develops a long-range plan. The purpose of this plan is to help Extension prepare educational programs that address the challenges and changes facing the people of this county over the next four years. Because of the importance of grassroots involvement in determining extension educational priorities, we solicit your advice and input into this review process.

We invite you to join other community leaders in a county listening session to be held on **(Date)** at **(Location)** beginning at **(Time)**. Refreshments will be served and the session should be over by **(Time)**. We value your thoughts and views and will follow up with a phone call to answer any questions you might have. We hope your schedule permits you to be with us for this important event.

Some of the points we will be discussing include:

1. What do we value most about our county?
2. What trends or issues are impacting what we value?
3. If current directions persist, is this where we want to go? If not, are there local resources who can best address each issue or trend?
4. Of those issues and/or concerns that can best be addressed through the expertise of Extension educators, what priority should be placed on each issue or concern? Extension's mission areas include food and agricultural systems, natural resources and the environment in which we live and work, families and youth, and community.

We look forward to your being with us on **(Date)** at **(Location)** beginning at **(Time)**.

Sincerely **Co-Signed by**  
**Key person who serves as**  
host for the listening session

County Extension Director