



Extension

UNIVERSITY OF WISCONSIN-MADISON
WAUKESHA COUNTY

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**City of Watertown Local Government Academy
Fee for Service Proposal January - March 2024**

Overview:

UW-Madison Division of Extension Outreach Specialists, working with the City of Watertown, will plan, coordinate, and facilitate a Local Government Academy to be held January through March 2024. The result will be a seven-session Local Government Academy designed for 20 residents to learn more about city operations and services, strengthen community relationships, and discover opportunities to become more civically involved.

Program Goals:

- Participants learn about local government operations and departments
- Participants are more informed about and better prepared for public participation opportunities
- Participants increase their investment in the community through advocacy and civic involvement

Program Deliverables and Expectations:

City of Watertown staff will:

- schedule speakers
- coordinate logistics (location to hold sessions, plan for technology needs, coordinate handouts, etc.)
- order light dinner for each session
- market program

Extension Waukesha County Outreach Specialists will:

- work with the city of Watertown to plan 7 sessions (January-March 2024)
- develop application and marketing materials.
- review applications, determine participants, notify applicants of acceptance or decline.
- regularly email participants with reminders, updates, share handouts, etc.
- facilitate each session and monitor attendance.
- develop end of session certificates
- conduct program evaluation and share results with Watertown

Program Outcomes:

- A seven-session program will be planned and marketed to Watertown residents to be held January-March 2024.
- 20 participants of the Watertown Local Government Academy will complete the Watertown Local Government Academy

Notes:

- Extension will submit two invoices totaling \$12,650 that will include all expenses for personnel, planning, facilitation, materials, and mileage. This amount does not include the cost of the light dinner for each session.
- Watertown will have a separate budget line (approximately \$2,000) to order and pay for the dinner component of the Academy.