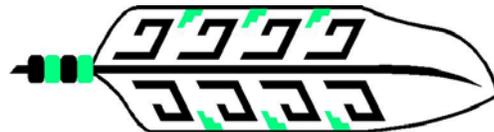
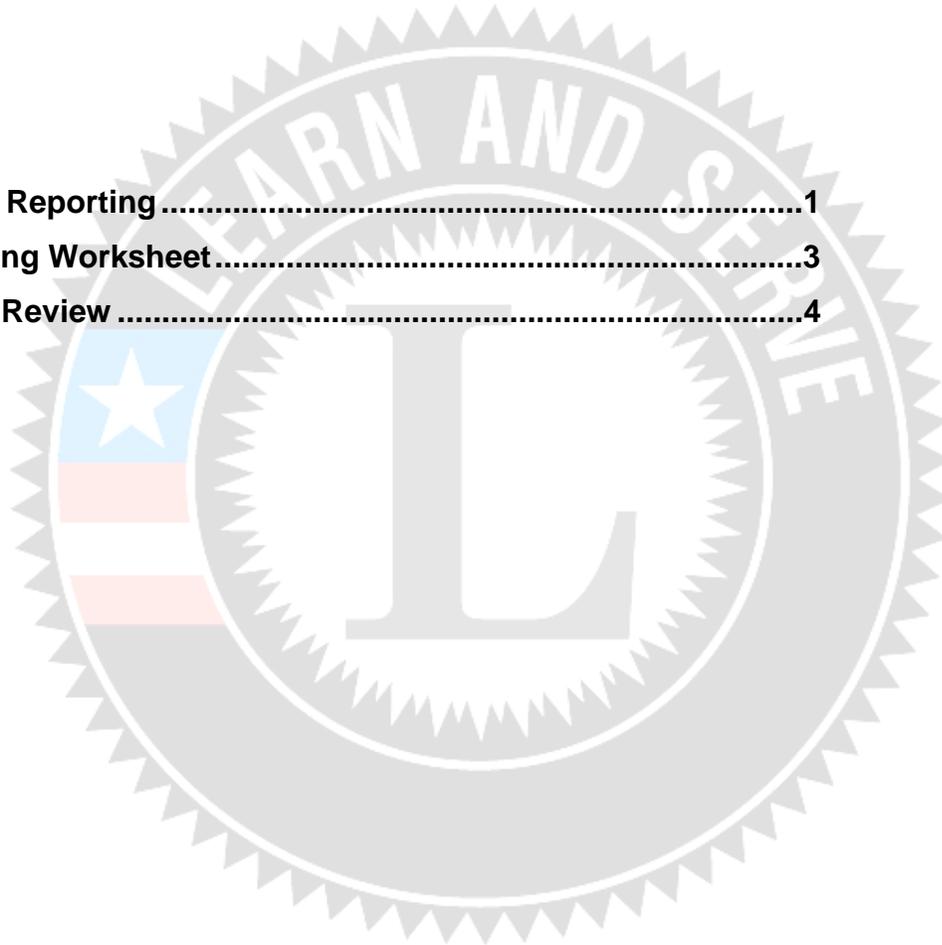


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CHAPTER 6 PROJECT REPORTING

A. PREPARING REPORTS

Each funder wants to know the progress and results of a program. Some funding sources have specific forms and formats for reporting while others leave it up to the Tribe.

Detailed below is a guideline for preparing reports.

- **Restate your objective.**

Re-write your complete objective (the objective statement).

- **Describe your progress toward achieving your objectives during this reporting period.**

Refer to your evaluation plan to describe your activity, beneficiaries, and the number of people served this reporting period and to date. What did you do relating to this objective this period? Who did you serve or impact? How many did you serve or impact this period? Describe your desired result and indicators used to measure the desired result.

- **Note evaluation activities in which you have engaged.**

Refer to your evaluation plan to describe how you measured your desired result. Describe the type of instruments you used (e.g., surveys, test, observation, etc.). Describe the information from every instrument that you used. (Do not forget to report the data from baseline data collected during early reporting periods.) Describe who administered and completed each instrument. Describe to whom, as well as how, each instrument was administered. Describe which, and how many individuals, completed each instrument.

- **Describe relevant evaluation data.**

Describe the results of the analysis of your evaluation data. This should be related to the standard you see in your objective. What quantitative statistics did you find? What qualitative information did you find? What stories do you have that relate to your quantitative and qualitative data? Compare the results to your evaluation with the standard set in your objective. Did you meet the standard you stated in your objective? What is the importance of this statistical or qualitative information? How does this service address an existing need? (Relate to baseline data.) What does this imply about your success?

- **State ideas for improvement in the program, or any next step.**

What do your results mean in terms of what you will do next? What improvements do you plan? Will you expand this service?

B. REPORTING WORKSHEET

Using the outline provided, please complete the following information about progress towards your objectives during this reporting period.

- I. Restate your objective:

- II. Describe your progress toward achieving this objective during this reporting period.
 - A. Describe your activity, beneficiaries, and the number of people served this quarter and year to date.
 - B. Describe your desired result and indicators used to measure the desired result.

- III. Note evaluation activities in which you have engaged.
 - A. Describe how you measured your desired result.
 - B. Describe who administered and completed the instruments.

- IV. Describe relevant evaluation data.
 - A. Describe the results of your analysis of your evaluation data. (This should be related to the standard you set in your objectives.)
 1. Results (include statistics and qualitative information).
 2. Stories which illustrate your statistic or qualitative information.
 - B. Compare the results of your evaluation with the standard set in your objective.

- V. State ideas for improvement in your program, or any next steps

C. REPORT REVIEW

Check List	YES	NO
Does your report restate the objectives of your program?		
To determine if your report describes progress toward achieving your objectives during this reporting period, answer the following questions.		
Does your report describe your activity?		
Does your report describe your beneficiaries?		
Does your report describe the number of people served?		
Does your report describe your desired result of the program?		
Does your report describe the indicators you used to measure your desired results?		
To determine if your report notes evaluation activities, in which your program has engaged, answer the following questions.		
Does your report describe how you measured your desired results?		
Does your report describe who administered the instruments?		
Does your report describe who completed the instrument?		
To determine if your report describes relevant evaluation data, answer the following questions.		
Does your report describe the results of the analysis of the evaluation data? (Results relate to the standard set in your objectives and includes statistics and qualitative information.)		
Does your report describe stories that illustrate the statistics or qualitative information?		
Does your report compare the results of your evaluation with the standard set in your objectives?		
Does your report state ideas for improvement or any next steps?		