



[or insert your local initiative's logo]

[Name of your initiative]

Safe Schools/Healthy Students

Status Report to *[Name of Your Target Audience]*

[Date]

[Insert contact information for your grant:

Project director name

Phone

Fax

E-mail

Address

Web site]

[NOTE: This customizable template provides a point of departure for creating reports for those groups who want to look more thoroughly at your successes and outcomes. Look for these bracketed italicized notes to help you in creating your report. The following page provides additional support for using this template.]

[TIPS FOR USING THIS TEMPLATE

Not all of your target audiences have the time to review an indepth overview of your initiative, but some may require it. While a fact sheet provides a quick snapshot of one aspect of your initiative, a report offers a more thorough review of your entire efforts.

This straightforward status report template offers a basic structure for providing interested audiences with a detailed look at your partnership's work to date. You will be able to include information on any number of programs and services, provide quantitative or qualitative data, and offer your initiative's plans for sustaining important functions.

Feel free to add or subtract components of this report based on the needs of your audience. While there are no set placeholders for graphics or photographs, you are encouraged to include them wherever you believe they might support you in "telling your story."

Ask your communications specialist for support in writing this report or in using any of our templates. We can review the writing for clarity and help you create a report that will more fully resonate with your target audiences.

Finally, be sure to delete this page and all italicized template comments before sending to your audience.]

TABLE OF CONTENTS

[Update your page numbers when the report has been written.]

From the Project Director

Mission Statement

Initiative Profile.....

Executive Summary

Initiative Programs and Services

*[NOTE: List detailed sections in order of **importance to your target audience**. They do not necessarily need to be listed in order of your grant elements, nor do they need to be in the same language as your grant elements. You may choose to **organize information in ways that are easy for your target audience to understand**. For instance, you could create sections called “Truancy Reduction,” “Substance Abuse Prevention,” “After-School Programs,” “Resources for Families,” “Mental Health Support,” or “Curriculum in the Classroom.”]*

1. *[List your sections in order of importance to your audience.]*

2.

3.

4.

5.

6.

7.

8.

9.

10.

Partners and Staff Members

Appendices

FROM THE PROJECT DIRECTOR

[Use this page to welcome readers personally. This is your opportunity to set a positive tone by thanking your audience for taking time to learn more about your initiative. Let readers get a sense of why your work is genuinely important to your community. Be sure to close by inviting questions and comments.]

MISSION STATEMENT

[Insert your initiative's mission statement or goals here. This section may also provide you the opportunity to show target audiences how your goals align with theirs.]

[NAME OF YOUR SS/HS INITIATIVE] PROFILE

[Use this section to provide a quick overview and history of your initiative. Who are you serving in your community? Who are your partners and how has your collaboration improved your community?]

Remember as you write this section to find language that will match the values and needs of your target audience. As always, your SS/HS communications specialist will be happy to assist you with this work.]

EXECUTIVE SUMMARY

[Take this opportunity to provide an overview of your initiative's work to date. You'll be going into more depth in subsequent pages, so use this page to summarize your report's findings—in particular, your highlights and successes. Consider creating bullet points to draw attention to key points, such as:

- *Implemented curriculum in 7 of 10 elementary schools.*
- *A 12 percent increase in disciplinary referrals at high school in the first year indicates new referral process is effective.*
- *Families receiving home visits increased from 10 to 42 in the second year.]*

[INSERT NAME OF SPECIFIC PROGRAM OR SERVICE]

[Use this part of the template to provide an indepth look at the specific programs and services you are highlighting in this report. Make a copy of this page for each program or service on which you are reporting. Order your report starting with those areas of greatest interest to your target audience. Don't forget to update your Table of Contents with correct page numbers when you are done.]

GOALS AND OBJECTIVES

[What are the goals/objectives for this program or service? Remember to write in language that will resonate with your target audience's values.]

BACKGROUND

[Provide a summary of the specific program or service on which you are reporting. When/how has it been implemented? What partners are involved? What other general information about it would you like your audience to know? As always, the level of detail you provide will be dictated by the needs of your target audience; you will rarely need the level of detail that is required by your Federal Project Officer.]

MEASURES OF SUCCESS

[Here is your opportunity to provide the qualitative or quantitative evaluation data that illustrates your successes to date. If your initiative is new and you haven't yet acquired outcome data to support your program, you may wish to show baseline data you've collected. This would also be the place to include qualitative (anecdotal) data you've been collecting that may be able to show how this program is making a positive difference.

As always, remember your target audience and let their needs and preferences help you determine how best to present your data—whether as a colorful bar chart or as a quote from a satisfied teacher.]

LOOKING DOWN THE ROAD

[Your audience may be interested in knowing how you plan to sustain the critical work you're doing here. Once grant funding ends, will you need to find a new location for your after-school programs? Will you be in search of support to maintain mental health services for students and families? Providing readers with your intentions may help open doors and create a dialog.]

[NAME OF YOUR SS/HS INITIATIVE] PARTNERS AND STAFF MEMBERS

PARTNERS

[Include the names, titles, and organizations of all those who are part of your initiative. Provide a brief summary of the support they provide. In addition to the partners required by the grant, feel free to include additional partners who have made a commitment to your initiative's success (e.g., local businesses, faith-based organizations, other community-based organizations).

STAFF MEMBERS

[Include the names and titles of your staff members.]

APPENDICES

[Should you have additional information of value to your target audience, create an Appendices section and include it here.]