Instructions for Using the BBBS Community Data Report Template

The template provided is intended to allow sites to report to their collaborative boards and key community stakeholders. This document is not intended to replace more extensive reports generated by paid evaluators. Rather, it is intended to utilize that same data in creating a concise, easy to read one-page document that will appeal to partners and potential sustainability sources.

Please review the instructions below to effectively populate each section of the report:

- The template can be used to report on aggregated data across years or at a limited time frame such as monthly or quarterly. You should clearly identify the time frame at the top of the document.
- At the top of the page insert your logo and remove the template identifier in the left corner.
- Print the final populated document front-to-back so that it is 1 page in length. Print in color if possible.

BBBS History
In this section, insert a few sentences that:
- briefly describe the history of program selection and implementation
- acknowledge key agencies responsible for implementation
- identify the population and geographic area targeted for the program
- acknowledge funding sources

 Identify your county or site in the title.

Participant Feedback
In this section, share quotes from youth and mentors, antidotal comments from the caseworkers, or feedback from supporting organizations. This area allows you to personalize the local impact and to share the positive perceptions and support of partners and participants.

Youth Outcomes
This box should be the focus of the report.
- Insert your county or site’s name.
- Insert program statistics such as but not limited to, the number of youth receiving the program, number of volunteers, and the number youth on a waiting list for matches.
- Under ‘Impact Highlights’, insert highlights from the survey data collected that demonstrates positive change in the performance measures. Your report will be more visually appealing if you represent the data graphically, such as using tables or pie or bar graph charts.
- You can insert data highlights from the tools such as the YOS, POE, or SoR.

The Program Content, Program Effectiveness, Targeted Risk and Protective Factors, and Cost Benefits sections can remain static. These sections speak to the proven national and global outcomes and recognitions of the program.

Program Fidelity
- Insert the name of your county or site.
- Highlight results of annual self-assessment prepared for national, and/or quality assurance/fidelity certification from national. Explain your programs results in adherence to the researched model including match dosage, volunteer training, SoR survey results.

Community Impact
This section is intended to allow your site to further explain the ways in which the program is benefiting your community. Include information such as funding or grant dollars brought into the local economy, the number of volunteers trained in new skills, new mentoring relationships forged, and increases in communication or resource sharing among agencies.

Support and Sustainability
This section allows you to acknowledge and thank key funders or contributors. It can also be used to raise awareness of funding, service, or supply needs.

Upcoming Programs
List the dates, locations, and any other pertinent information about program events to encourage volunteer recruitment and referrals.

Further Information
Include your contact information to families wishing to register and agencies/individuals seeking more information. List a Web site if applicable.