Community Development
Quarterly or Annual Report
(August – December 2013)

Name:
Position:

Date of Submission:
The writing in Black outlines the suggested headings for your report structure. You can alter the headings as you like.

The writing in blue provides instructional information related to developing your report.

The writing in green is example written content that you would report on within your report.

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Introduction

In this section, it is a good idea to introduce the work that you are about to report on, or provide a brief summary of the goals that you had set. You can include your long term goal or vision as part of the introduction, as well as some of the goals for the year or period you are reporting on.

Example:
Over the months of August to December our target was to .......
Our annual goal was to ......
.....increase programming, increase opportunities, find volunteers, offer more programs to older adults, engage community members in a needs analysis, build partnerships, access funding, etc.....

You may want to use your work areas from your work plan to fit with your report structure too.

Example:
This report summarizes community development in the following areas identified as part of the annual work plan.

- Planning, Integration & Management
- Monitoring & Evaluation
- Advocacy
- Health & Safety
- Staffing
- Programming & Development

As part of our ongoing commitment to the development of programming within our community we continue to record and measure the following areas:

1. Program Information
2. Participant Statistics
3. Staff involved in programming
4. Support for the program

A summary of these measurement areas along with a discussion on potential development are also outlined in the report.
Recording & Measuring

Programming Summary Report

Insert your report summary from the Monitoring And Reporting Recreation Programs (MARP) tool here and then explain the summary.

- You can either insert the full summary report or copy and paste the cells from the months that you want to report on. By inserting the full table it provides an opportunity to compare numbers to previous months. You also do not have to insert the chart at all – you may just want to use the summary report for your own benefit and report on the information by text only.

- In a less formal report (monthly basis) you may only want to use the table for information and provide no comments. This template is designed to give you an example of how you can use any or all of the reporting measures to report on your work.

- Alternatively you can use the graphs / bar charts in the report to summarize the work

This can be done as a general overview on all programs or you can chose to report on individual programs.

Example:
The summary report above outlines the participation & staffing numbers for our community programs. During the period of August to December there were 12 programs in total offered within the community.
Participant & Staff statistics
The Summary Report in the table above shows that we had a total number of 89 different participants took part in our regular programming, with an average attendance of 12 at each session. We ran a one-time event which was the relay for life which had 150 people participating.

Our programs for children are well attended with less numbers participating in the program we offer for youth. As well for the month of July our participant numbers were much lower for the older adult categories.

We had a total number of 12 staff involved in our programs, six of these are volunteers and six of these are paid staff. These figures show an increase from the previous quarter.

Support & Funding
We had the support of the credit Union to deliver our relay for life. Four programs (walking for wellness, hip hop teens, astp) are all coordinated and funded by ourselves. The other eight programs are delivered by community organization with support form our organization.

You may want to or need to outline what that support is: dollar amount, donation of resources, advertising, provision of facility, etc.

Provide as much or as little information as you feel is necessary to summarize the numbers in the report summary.

Discussion
This is the part of the report that you may want to write or explain reasons that you think numbers were increased, or not what you would have hoped.

Example:
The majority of programs ran twice a week. The programming offered to children and youth is currently higher than the programming available for adult and elderly. We expect that this is due to the holiday season and many of our population taking time away.

Insert a graph or visuals where relevant.

Example:
Graph 1 shows that the total number of programs that are being offered in the community throughout the year. The months of June and August are less than the rest of the year. This is because................. The facilities are being used for other things. We would like to increase what we offer during these months and make more use of the outdoor spaces.

You may want to make comment on staffing statistics too if they are relevant.

**Example:**
We implemented a volunteer recruitment campaign in August and now have six new volunteers. We were consequently able to deliver more programming in September. We have more volunteers working in our programs than paid staff.

Graph 2 shows the total number of participants involved in our programs by category for the year. We have increased the total number of participants compared with last year as well as increasing the participation in our target group ‘elderly adults’ which we felt was low.
Areas for Development
(t this can be specific or general) – based on annual / quarterly reporting

Example:
We carried out/or will carry out a survey with our walking for wellness program participants to find out whether the venue/timing of the programming during these months meet their needs.

If numbers were good – maybe report that you will carry out a survey to find out what people enjoy about the program in particular. (Example: they enjoy getting together with their friends the most, the venue is close to the school, the timing is good for working people.) This can then be reported on.

Or – make general observations. Example: we recognize that the opportunities that we offer are directed more at the ‘child age group’ we would like to increase our programming for adults / or girls / elderly adults and so that we are providing increased opportunities for all of our community. As part of our strategic planning process for the new financial year we will look to increase the opportunities for…….

Or- programming for………. group is popular, we would like to continue to support this.
We have recruited two new volunteers during this period. They are working with the ………. Program.
The ..... program funding has now come to an end, in order to sustain that program we will be focusing on recruiting volunteers to continue to run that program

Work Activities

You may also want to add in some work activities that you have done too, under key categories of your work plan

Example:

Staffing

Volunteer recruitment
We held a volunteer night, four people attended and one was interested in getting involved with our programs.
We mailed flyers to community facilities requesting volunteers.

Volunteer Support
We applied for the SPRA Education and Training Grant so we could train our leaders in HIGH FIVE®.

Health & Safety
Risk assessed all new program facilities.

Advocacy
We advertised on the local radio, pinned posters promoting the youth program.
We visited two schools to promote the after-school program.
Program Development

Increasing participants
We asked each child in the after-school time period program to invite a friend to the next session. About 70% brought a friend and we managed to sign up half of these people to join the program.

We visited the local care centre to promote the program.

Planning, Integration & Management

Funding
We applied for the CIF physical activity grant for $2,000.

Partnership Working
We decided that we needed to offer more programming for children. The after-school time period was identified as an opportunity. We developed a new partnership with Kincaid Elementary School, they have agreed to provide access to their facility on Mondays and Tuesdays so that we can deliver an after-school program. We will now look to implement a program for children and youth.

Monitoring & Reporting
We distributed participant surveys for the Elderly Adult walking club to assess their preferences. They would like to meet at a new venue in the spring and utilize more outdoor spaces.

Our parent survey on the after-school time period showed that they would prefer to keep the program running in the school facility as opposed to changing to a community facility. This was mostly due to the problem associated with transporting children. They were happy that their children did not have to be moved.

Completed the program audit for the community and now have a list of the programs run by partners and local organizations. We will look to assess where we might start with supporting or enhancing availability and facility use in the area.

Quarterly reporting is complete.

Conclusion / Summary
If applicable, use a final section to review, summarize or provide general comments to complete your report. This report could include the other areas of your work or job description outside of programming. Therefore add or delete sections that may be beneficial for you.