

SCHOOL BASED LIASON'S MONTHLY SUBMISSION PACKET MUST INCLUDE:
ATTACH MONTHLY SUSTAINABILITY MEETING AGENDA AND SIGN IN SHEET
ATTACH INSTRUCTORS MASTER GROUP ATTENDANCE SHEETS TO REPORT

ie. Master Group attendance sheet for student attendance

Master Group attendance sheet for instructor attendance

ATTACH INVOICE TO INSTRUCTOR'S MASTER GROUP ATTENDANCE SHEET

ATTACH STUDENT ENROLLMENT FORMS TO THIS REPORT.

YOU ONLY NEED TO SUBMIT A STUDENT ENROLLMENT ONE TIME DURING
THE SCHOOL YEAR, AT BEGINNING OF THE PROGRAM OR WHEN THEY JOIN.

IF YOU NEED ASSISTANCE info@ccaspchicago.org

THIS REPORT IS DUE NO LATER THAN THE 30TH OR 31ST OF THE MONTH
IF YOUR TEAM INTENDS TO BE PAID FOR THE SERVICE THEY PROVIDED IN A
GIVEN MONTH. ALL DOCUMENTATION MUST BE ATTACHED TO THIS REPORT

Affiliate: Center for Community Academic Success Partnerships **SP-1**

Agency Name: CCASP

Report for Month: _____ **Year:** _____

PROGRAM NARRATIVE REPORTING SECTION

Project Name: Community Schools (Name of School) _____

Please discuss Club/Group/Family Engagement Activities, Accomplishments & Highlights

What activities were conducted this month (From Master Group Attendance Sheets)

[illegible]

Networking and Problem Solving

List names of schools, police, courts or other diversion projects and other agencies with which networking occurred for this Special Project. Explain the purpose of networking that occurred with each partner.

Names	Networking

List problem/issues encountered by the worker and/or volunteer this month

What efforts were made to resolve these problems? Are you seeking help from Project Dir, Other source?

List the meetings attended by Site Coordinator and the attendance, purpose/result of each.

Meetings at School with Instructors/staff etc.

DATE	TIME		MTG TYPE	PURPOSE

Other Community Meetings & Meetings with CCASP Staff

DATE	TIME		MTG TYPE	PURPOSE

Comments _____

PROGRAM OUTCOMES (Use Additional Pages If Necessary)

Give examples of positive impact in the community/group that has occurred as a result of this Project.

Give examples of positive impact on Individuals or Families as a result of this Project.

Give examples of how community/group was empowered as a result of this Project.

Name of worker completing this section _____

Signature _____ Date _____

Required Monthly Statistics

Complete all that apply

1. Participation:
 - a. # attending an average of 1 or more days a week: _____
 - b. # attending an average of 2 or more days a week: _____
 - c. # attending an average of 3 or more days a week: _____
 - d. # attending an average of 4 or more days a week: _____
2. Total number of youth for whom school attendance was tracked: _____
 - a. How many of those tracked youth had increased school attendance in one or more of the periods tracked during the report period? _____
3. Total number of youth tracked homework completion: _____
 - a. How many of those tracked youth had increased homework completion in one or more of the periods tracked during the report period? _____
4. Total number of youth whose grades/progress reports were tracked: _____
 - a. How many of those tracked youth had improved grades in one or more of the periods tracked during the report period? _____
5. Total number of youth that participated in anger management and/or conflict resolution: _____
 - a. How many of those tracked youth reported or demonstrated improved skills? _____
6. Total number of youth that participated in Life Skills Education? _____
 - a. How many of those tracked youth reported increased life skills? _____
7. Total number of youth/families, that participated in a Nutrition Education Program/Curriculum? _____
 - a. How many of those youth/families completed a Nutrition Education Program/Curriculum? _____
8. Provide the following for instances of violence that occurred during program hours **that resulted in injury**.
Include instances of violence between youth and between youth and adults.
 - a. Total number **of instances** of violence in the program that resulted in injury: _____
 - b. Total number **of youth** with a resulting injury: _____
9. How many Teen REACH program youth participated in your program 6 consecutive months or longer (January 2017 or before) **through** summer 2017? _____
 - a. Of those youth, how many were promoted to the next grade level and/or graduated? _____
 - b. How many of those youth that participated 6 months or more through Summer 2017 were considered "seniors"? _____
 - c. Of those "seniors", how many graduated? _____

Certification

I certify that the information contained in this report is true and accurate based on information available in agency files.

Chief Preparer: _____ **Date** _____
Signature

Supervisor (check one)

_____ These facts appear correct and accurate on my observations and knowledge gained from site visits during the month.

_____ These facts are incorrect based on observation and knowledge gained from site visits during the month.

_____ I am unable to attest to the accuracy of the facts stated.

COMMENTS:

Signature CCASP Authorized Representative

Date