Introduction to the Reporting Template
Common Measures Reporting Template

• Simplified reporting process

• Web application used to generate impact report
  o Share impacts
  • Aggregated Frequency Data
  o Customizable
What you’ll find in the report

• Cover Page
  o HQ Photo (or custom photo)
  o Logos
  o Program Name and Date

• Introduction & Conclusion
  o Basic text provided for you!!!
  o Messaging based on mission mandate area

• Body
  o Demographics and Impact Data
    • Aggregate Frequency Data
    • Graphs depicting impact data

Note!
Common Measures AND Custom Questions
No Qualitative Questions
Edit and Customize your report!
Access and Resources

Access Reporting Template
  o www.4-h.org/commonmeasures

• Available Resources
  o Users Guide
  o Webinar/Trainings
    • National Launch Recording
    • How to use Reporting Template
    • Customizing Report
What you Need to Create an Impact Report

• Access to Qualtrics
  o LGU Account
  o National 4-H Council Account
• Qualtrics CSV File
• Microsoft
Thank You.

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Hands-On Practice Using the Common Measures Reporting Template

- https://unl.box.com/v/NECapacityBuildingTraining