

Quarterly Report Guide

www.unitedwayknox.org

1. Enter the full name of your agency.
2. Enter the date report is submitted to United Way of Greater Knoxville.
3. Enter the fiscal year of your agency (e.g. July 1 to June 30)
4. Enter name, phone number, and email address for the person who is completing the form.
5. Please note that this form is not valid without approval signature.
6. Enter the full name of your program.
7. Enter the program goal here (should start with "to")
8. Outcomes are results you intend to achieve as a direct result of the program. Outcomes are the benefits for participants during or after their involvement with a program. Outcomes may be related to knowledge, skills, attitudes, values, behavior, condition or status. An example may be greater knowledge of nutritional needs or improved reading skills,
9. Outcome indicators are specific items of information that track a program's success on outcomes. Indicators describe observable, measurable characteristics or changes that represent or contribute to the achievement of an outcome. The number and percent of program participants who demonstrate the desired behavior or new skill level are an indicator of how well the program is doing with respect to the outcome. The number of success indicators per program should follow these guidelines based on UW funding level: \$0-24,999=2 indicators, \$25,000-99,999=3 indicators, \$100,000-249,999=4 indicators, \$250,000 and above=5 indicators.
10. Enter the number and percentage in the corresponding quarter's box. Please refrain from entering explanations in these boxes. Please input these under the Explanations area (see instruction number 13).
11. Enter the number and percentage in this box. This number should be a cumulative total that includes data for all quarters you have results.
12. Enter the goal for each outcome indicator in this column. Please keep in mind that percentages should not exceed 100%. In some cases, a program's goal may be less than 100%.
13. Enter any explanations in this area. Explanations may include notes such as why data was unavailable for specific quarter or date that a success indicator was changed to more accurately reflect program goals/objectives, etc.



QUARTERLY REPORT

Program Success Indicators: April 2010 through March 2011

AGENCY: 1	DATE REPORT SUBMITTED: 2	PERSON COMPLETING FORM: PHONE/EMAIL: 4	APPROVAL SIGNATURE: TITLE: 5					
	AGENCY FISCAL YEAR: 3							
PROGRAM: 6	PROGRAM GOAL: 7							
#	Result/Outcome	Result/Outcome Indicator(s)	1 st Qtr Apr-Jun	2 nd Qtr Jul-Sep	3 rd Qtr Oct-Dec	4 th Qtr Jan-Mar	Year to Date	Goal
8		9	10				11	12

Explanations: