

Columbus Recreation and Parks Department Monthly Activity Report /After School 2013

Agency Name: _____ Month: _____

Program: _____ Contract # _____

Instructions: Please complete this report monthly; per your contract with the City submit with your request for payment (see Article IV Conditions of Payment) Report is due the 15th of each month starting February 2013.

- A. Measurable Objective:** List program objectives, as stated in contract, indicate projected # of participants if applicable.
- B. Status:** Indicate current status. Note any lack of progress, indicating reason and plan to address.
- C. Prior Month:** # of unduplicated program participants from the prior month.
- D. New enrollment during reporting month:** # of unduplicated program participants for reporting month only. Count each participant only once per school year.
- E. Total Year to Date:** Cumulative total of participants.
- F. Outcome statement** - Indicate anticipated outcome(s) in the first monthly activity report of this contract. Achieved outcomes are to be reported in the final report of this contract period.

(A) Measurable Objective	(B) Status	(C) From Prior Month	(D) New Enrollment	(E) Total YTD
	_____ number of program days for this month _____ number of hours per day for this month _____ average daily attendance			
Number of volunteers _____ Volunteer hours this month _____ (F) Outcome Statement:				

Prepared by: _____

Phone # _____

Date: _____