

## Month End Report

### Counseling, Mentoring or Adult Supervision Program

Name of Agency/Organization: \_\_\_\_\_

For the month and year of: \_\_\_\_\_

1. List the names and grade ranges of schools and the number and gender of students who are receiving instruction in the approved curriculum this month.

School Name (Please indicate elementary school, middle school, etc)	City/Town	County	Males	Females	Total
<b>Total Schools</b>			<b>Total</b>	<b>Total</b>	<b>Total</b>

2. List the names and grades of schools and number and gender of students **who have completed** the approved curriculum this month.

School Name	Grade	Males	Females	Total	# completing at least 75% of program
<b>Total</b>		<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>

3. Of the staff that are paid or used as match on the project, list the person attending, name of conference or training session attended and the total number of professional development conferences or training sessions attended this month.

Attendee Name	Name of Conference/Training
<b>Total Attendees:</b>	<b>Total Conferences/Trainings:</b>

4. List by category the type (radio, television, newspaper, billboards, other) and numbers of public awareness/media messages used this month to promote your program:

<b>Type of Media</b>
Radio:
Television:
Newspaper:
Billboards:
Other:

5. What progress or accomplishments have been made this month that may not be reflected elsewhere in this report?
6. Are there any major problems pending? Please describe.
7. Did you solve any major problems or obstacles? Please describe.
8. Have you learned something helpful you would like to share with the other community project directors?

9. **ATTENDANCE REPORT**

This report is to be submitted electronically upon completion of all sessions of a class within each school/organization. This report counts the number of sessions that each student attended, separated by single years of age, gender, and race/ethnicity. NOTE: IF EACH SESSION IS LESS THAN ½ HOUR OR MORE THAN 1 (ONE) HOUR, PLEASE NOTE THAT ON THE CLASS SHEET.

**A Class Description Sheet should be completed for each class. If the student's age changes during the class sessions, please report it as the beginning age of the student. This report does not need to be submitted monthly. Submit only when all sessions are completed for a particular class.**