

**Guidelines for Maine Youth Voices quarterly
narrative and fiscal reports
2003-2004**

Narrative reporting timeline/deadlines:

1 st quarter covers:	September/October	<i>Report due by:</i> October 30th
2 nd quarter covers:	November/December	December 15th
3 rd quarter covers:	January/February/March	March 31st
4 th quarter covers:	April/May/June	June 15th

Fiscal reporting deadlines:

October 30th, December 31st, March 31st and June 30th.

Important Notes:

- Narrative and financial reports must cover *only* what has occurred in that quarter—even if very little has occurred. The narrative should be reasonably detailed and about a full page, following below guidelines.
- Both the Maine Youth Voices office and the fiscal agent must receive both reports, if applicable.
- Timely reporting is a necessary part of your MYV commitment and reflects very positively on your group.
- Maine Youth Voices management must submit its reports by the same timeline/deadline schedule as your group's. Its reports must include your group's activities. *Missing or late reports make it seem as though your group has been inactive to our stakeholders.*
- Your narrative reports **must be submitted via email attachment** to the MYV office. Your fiscal agent does not need an electronic copy.

Please review following page for specific reporting topics.

Narrative Report Template: *The following information pertains to Maine Youth Voices-related activities only.*

Name _____ Date _____ Group _____
 Adult Coordinator _____ # of Group Members _____
 Reporting period _____ Year _____

- #1) Please list any changes to your group membership this quarter. If members have been added, please list their name, address, phone # and email address. If subtracted, give name only. Please indicate whether member is an identified youth leader.
- #2) Please give an overview of challenges and successes regarding group meetings, attendance, meeting times and location. Indicate meeting topics.
- #3) Please describe the areas of focus for your group this quarter.
- #4) Please provide a detailed description of *the planning process* for your MYV-related activities, including involved members names, proposed locations, your target, involvement of any adults or organizations, etc.
- #5) Please provide a detailed description of any *MYV activity your group actually completed or delivered* i.e., what your goals were, who and how many attended, where it took place, cooperation of any people or organizations, how many posters or flyers were sent out, etc.
- #6) Please list any newspaper articles, radio broadcasts, television news coverage or media-related projects that covered or involved your group this quarter.
- #7) Please indicate how you evaluated the effectiveness of your MYV activity(s) and what the results of your evaluation were.
- #8) List any progress you've made on fundraising efforts:
- #9) Any additional comments or reports.

Finally, if you have copies of news articles, posters, flyers, brochures, videos, etc., or photos that can be sent electronically, please send them in to the MYV Augusta office for use on the web site and for OSA (Maine Office of Substance Abuse) to have. Thank you very much!