

Group location:

Coordinator(s):

Date:

Maine Youth Voices Year Ending June 2004

Year-End Review and Planning

The following is a year-end review of MYV group activity for the program year beginning September 2003 and ending June 2004, as well as a n opportunity to begin planning for next year. Its intent is to be based upon information included in quarterly reports, whether or not criteria from the Maine Youth Voices (MYV) Memorandum of Agreement were met, and observations of both the group coordinator(s) and the MYV Project Director.

Comments pertaining to “group” attendance, etc., assume a minimum 75% participation level.

SECTION A: *The following section’s topics are objective, and pertain only to whether or not specific criteria were met by your group that were committed to in the signed Memorandum of Agreement (attached if applicable).*

#1 Group attended MYV “Kick-off” in September at KVCC:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

#2 Maintained an active youth group of at least 8 members:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

#3 Group attended regional training during the program year:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

#4 Group completed two activities from the menu list of activities presented at the “Kick-off” to the satisfaction of the MYV Project Director:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

#5 Group submitted quarterly narrative progress reports on time and according to guidelines:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

#6 Group submitted quarterly fiscal reports on time and according to guidelines:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

#7 Group conducted at least one fundraising activity:

met____ partially met____ not met____ n/a____

Comments:

Change for next year:

SECTION B: *The following section's topics are both objective and subjective, and pertain to ongoing goals and objectives that help groups and activities to run smoothly, maximize outcomes and meet MYV goals.*

#7 Group created, reviewed and/or have submitted their own substance use/group behavior policy to MYV Project Director:

Comments:

Change for next year:

#8 Group demonstrated understanding of MYV goals and requirements:

Comments:

Change for next year:

#9 Group maintained regular meeting times with high participation, and made the group available for meetings with the MYV Project Director:

Comments:

Change for next year:

#10 Group responded well to requests and ongoing needs of the MYV Project Director:

Comments:

Change for next year:

#11 Group attended the annual MYV Summit, and members were present for the duration of the program:

Comments:

Change for next year:

SECTION C: *The final section is devoted to general/addendum comments from both the MYV Project Director and from Adult Coordinators:*

Additional comments from MYV Project Director:

Comments from MYV Adult Coordinator:

MYV Coordinator

Date

MYV Project Director

Date

Fully funded group _____

Affiliate group _____