

Instructions for Completing the VFHY Quarterly Report 2010-2011

1. Check the box for the current quarterly reporting period.
2. Enter the official contract number for your grant, located in the upper right hand corner of your VFHY contract.
3. Enter the beginning and end date of the current grant period (July 1, 2010 – June 30, 2011).
4. Enter the amount of your current year grant award.
5. Enter the region in which you were funded (Central, Southeast, North, Southwest).

ITEMS 6 – 11 ARE SELF-EXPLANATORY.

12. Enter ongoing implementation dates that will continue through upcoming quarters in addition to anticipated dates of upcoming special events (i.e., kick-off events, trainings, community events, etc.).
13. Enter a short description of the upcoming event (i.e., program training, implementation kick off events, community outreach activities).
14. Enter the name of the compendium program(s) being implemented.
15. Enter the number of compendium program sessions you will offer during the July 2010 – June 2011 grant period. If you are doing repeated cycles of group implementation, ONLY enter the number of sessions that will be offered PER group NOT cumulative.
16. Enter the number of locations/sites in which you will offer the program (i.e., if you are doing LST in three different middle schools – your entry will be 3).
17. Enter the total number of participants you expect to serve during the entire July 2010 – June 2011 grant period.
18. Enter the number of participants enrolled in the program for the CURRENT REPORTING PERIOD ONLY.
19. Enter the number of program participants who completed the entire program during the CURRENT REPORTING PERIOD ONLY, (i.e., if 10 students completed the entire seven sessions of your program during the current reporting period – enter 10.)
20. Enter the cumulative number of program participants who have completed/graduated from your program during the July 2010 – June 2011 grant period. This entry should be a comprehensive number that represents all graduates of the program as of the day the grant was awarded through the end of the current reporting period.
21. Enter the grade or age-range of program participants.

ITEMS 22 – 26 SHOULD COME DIRECTLY FROM YOUR GRANT APPLICATION.

22. Use one or both of the provided goals (prevent the use of tobacco products among youth or provide tobacco use reduction/cessation programs for youth).
23. Enter the objectives of your program as described in the workplan grant application.
24. Enter all of the program activities for each goal as detailed in the workplan of your grant.
25. ***THIS ENTRY SHOULD COME DIRECTLY FROM YOUR GRANT APPLICATION.***

26. *THIS ENTRY SHOULD COME DIRECTLY FROM YOUR GRANT APPLICATION.*
27. Enter the ACTUAL date the activity began.
28. Enter the ACTUAL date the activity ended.
29. *THIS ENTRY SHOULD COME DIRECTLY FROM YOUR GRANT APPLICATION.*
30. Enter a brief description of the outcome and status of each activity.
31. Enter a detailed narrative of success stories and accomplishments for the CURRENT REPORTING PERIOD. Please provide new information each quarter.
32. Enter a detailed narrative about barriers you have encountered during the CURRENT REPORTING PERIOD. Please provide new information each quarter.
33. Enter a detailed narrative that describes the steps you took or will take to overcome barriers.
34. Enter details about your program's SERL (CHRI) statewide and/or local evaluation plan.
35. Enter any requests you have of VFHY program staff (i.e. implementation visits, training needs, public relations assistance).
36. Enter the date in which your Legislative Contact Information Form was submitted to VFHY and the date in which your letters were sent to legislators.
37. Enter any general comments you have about the grant and your experiences administering it during the CURRENT REPORTING PERIOD.
38. Enter the name of the person who completed the quarterly report.
39. Enter the date the report was completed.

Email the completed Quarterly Report to your Grants Program Administrator.