

# YAP ACTIVITY TRACKING FORM

## HOW TO COMPLETE THIS FORM

The intention of this form is to help coordinators document information that gets entered into KIT as well as to communicate with other HMPs what is going on. An activity is defined as any effort that is planned and implemented to benefit the youth or community in some way; usually for the specific purpose of achieving some MCP outcome. This form is to be completed by the activity leader/facilitator. One form should be completed per activity. One activity may include multiple planning meetings, some smaller efforts towards some larger outcome, or even attendance at a conference if it ties in with skill development to implement the activity.

### Organization Information

**HMP:** This is the name of your Healthy Maine Partnership.

**Name of YAP/ youth group:** The actual name or title of your YAP or youth group.

**YAP/Youth Coordinator:** Please type/print the name of the YAP or youth coordinator.

### Activity Information

**Name of activity:** This is the name or title of the specific activity.

**Setting/Site:** This is the location or place where the activity happens.

**Towns / Schools Served:** The towns and schools where the activity is done; helps with later reporting in KIT.

**Leader(s):** This is the number of youth leaders and adult leaders for this activity.

**Other partners / collaborators:** This is where you list all other groups/orgs you are working with on this project.

**Funding source, amount & cost:** This is where you list the funding source, the amount of funding (if applicable), and the total expenses accrued as a result of having worked on this activity.

**Purpose & Description:** This is where you describe the purpose of this activity and any other info you feel explains why you are doing this and what you expect the outcomes to be.

**MCP objective & strategy # addressed:** This is the MCP objective and strategy that this activity aligns with in KIT.

### Activity Planning/Implementation

**Planning Start Date / End Date:** The dates that you started planning for the activity and completed your efforts.

**Number of Meetings Held:** The number of planning meetings you had in order to prepare for doing the activity.

**Progress Date/ Notes:** This is to help with entry into KIT so you can write and keep track of your progress.

### Activity Outcome

**Activity date:** The date of the activity.

**Total time invested:** These are the number of hours youth and adults put into the activity in total – PLANNING included.

**# of youth/adults participating on average:** The average number of participants over the course implementing the event.

**Assets developed:** The specific knowledge, skills or organizational change that are strengthened because of your efforts. These are linked with the logic model and will either be the focus of your activity or the by-product.

**Educational handouts:** The materials you may have handed out and the number of those materials.

**What was the outcome of this event:** Describe the outcome of your efforts. If your efforts didn't result in the outcome you had originally anticipated please offer some insights that could be shared with others for some collective learning! You can use the back of the sheet if you are writing it.

### Activity Debrief/Reflection

This is a reflection section that is completed at the very end of an event/activity to foster learning and program improvement.

This is an opportunity for the participants and leaders to discuss what they felt worked well, did not work well, what could be improved for the future and what the next steps may be as it relates to their experiences. This is not meant to capture individual responses but more of an overall collective response – which may include a couple of dissenting opinions.

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## **Organization Information**

HMP: \_\_\_\_\_ Name of YAP/Youth group: \_\_\_\_\_ YAP/Youth Coordinator: \_\_\_\_\_

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## **Activity Information**

Name of activity: \_\_\_\_\_ Setting/Site: \_\_\_\_\_

Towns / Schools Served: \_\_\_\_\_

Leader(s): Number of youth leaders: \_\_\_\_\_ Number of adult leaders: \_\_\_\_\_

Other partners / collaborators: \_\_\_\_\_

Funding source: \_\_\_\_\_ Funding amount: \$ \_\_\_\_\_ Total cost of event / activity: \$ \_\_\_\_\_

Purpose & Description: \_\_\_\_\_

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MCP objective & strategy # addressed: \_\_\_\_\_

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## **Activity Planning/Implementation**

Planning Start Date / End Date: \_\_\_\_\_ Number of Meetings Held: \_\_\_\_\_

*Progress Date*

*Progress Notes About This Activity/Project*

<i>Progress Date</i>	<i>Progress Notes About This Activity/Project</i>

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## **Activity Outcome**

Activity Date(s): \_\_\_\_\_ Total time invested:(hours) Youth \_\_\_\_\_ Adults \_\_\_\_\_

# of youth members participating on average: \_\_\_\_\_ # of adult members participating on average: \_\_\_\_\_

Assets developed:

- Capacity building training & Technical Assistance (specific skills/knowledge: \_\_\_\_\_)
- Public engagement & participation (recruitment)       Strengthening youth-adult partnerships
- Strengthening youth-youth partnerships       Other: \_\_\_\_\_

List educational handouts and resources distributed at this event. Include numbers distributed next to each.

\_\_\_\_\_

\_\_\_\_\_

What was the outcome of this event (if applicable): \_\_\_\_\_

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## **Activity Debrief / Reflection** (can be answered by youth participants and activity leaders)

What worked well (Please be sure to describe any unanticipated benefits):

What were the challenges, what did not work well (Please be sure to describe any barriers experienced):

What could make the event/activities better and more meaningful in the future:

Where do we go from here? What are the next steps? (if applicable):