

APPENDIX A

Brighter Futures Activity Reporting Instructions/Guidelines

This page will provide you with examples and guidelines for filling out the following form (Brighter Futures Activity Report). It will help describe what information needs to be included in each of the sections of the reporting forms.

You will need to fill out each of these forms for every activity/program/position falling under your brighter Futures Contribution Agreement.

Guide to Brighter Futures Activity Report:

1. **Program Category** – In this section of the table, write down which Brighter Futures category your program falls under (i.e. Child Development, parenting Skills, Injury Prevention, Healthy babies, Mental Health, or Program Management)
2. **Brighter Futures Program Goal** – In this section of the table, please write down which of the Program Goal, your program/activity/position has tried to achieve. The five goals of the Brighter Futures Program are:
 - Increase the value of children in society
 - Increase knowledge of illness and/or injury with regards to children
 - Provide information to parents/caregivers regarding important parenting issues
 - Protect children from threats to their physical, mental and/or social health
 - Provide early intervention to at risk pregnant women, infants, children
3. **How Many People Participated** – In this section of the table, please list how many people attended your activity or program.
4. **Age Groups** – In this section, please list all the age groups that participated in the program/activity (i.e. 5 adults, 2 elders, 12 youth, etc).
5. **When did the Program/Activity Occur** – In this section, please tell whether the activity occurred only once, once per week, once per month, or whether it ran for a period of time (include start and end dates), et cetera.
6. **Outcomes** – This section is probably the most important one in the table. In this section, we need you to explain how the program/activity met the goals of the Brighter Futures program. For instance, we will need to know things like what participants learned, how their behaviour has changed, what were the positive outcomes of the program, what is better as a result of the program? We will also need to know what specific activities that took place in your program led to this learning, change in behaviour, positive outcome, learning, etc.

APPENDIX B

Brighter Futures Activity Report 2006/2007

*Please fill out one **Reporting Form** and one **Budget Form** for every activity, program or position listed in **Schedule B** of your Contribution Agreement.*

Contact Person: _____

Title: _____

Phone: _____ **Fax:** _____

Email: _____

Band/Corporation: _____ **Community:** _____

Reporting Period: Mid Year (April 1 – October 30) Year End (April 1 – March 31)

Program Category:

Activity/Program/Position Description	Brighter Futures Program Goal	How Many People Participated?	Age Group(s)	When did the Program/ Activity Occur?	Outcomes

APPENDIX C

Brighter Futures Financial Report 2006-2007

Activity	Details	Budget	Expenditures			
			1st Report (Apr 1 – Oct.30)	Year End Report (Apr. 1 – Mar. 31)	Total	Balance
Total:						

