

Program Summary Report

A detailed summary of a specific program or activity, a great report to generate for a supervisor or steering committee.

Note: this template can be generated electronically using the APPS online tool.

Program Title: _____ **Date/Time:** _____

Location: _____ **Target Age Group:** _____

1. Brief Description of the Program:
2. Program Focus & Scope (sport-culture-rec, ongoing-special event):
3. CSRC Role:
4. Partner organizations and their role:
5. Action Plan (timeline of what needs to be done to deliver the program):

ACTION	WHO'S RESPONSIBLE?	TO BE COMPLETED BY WHEN?

6. Budget:

Expense Description		Budget	Actual Amount	Notes
	\$			
	\$			
	\$			
Total Expenses	\$			

RESULTS

7. How was the program promoted?
8. # of Paid Staff: _____ # of Volunteer Staff: _____
Name(s): _____ Role: _____ Name(s): _____ Role: _____
9. Program Design: (fee, transportation, food, coop vs comp, physical activity)
10. Program Statistics:
Number of program sessions: _____
Number of participants: (m) _____ (f) _____ Total: _____
Avg # per session: _____ Total participation opportunities: _____
Age of participants: _____ preschool, _____ child, _____ youth, _____ adults, _____ elders, _____ families
11. Notes from Program:
12. Successes:
13. Future Recommendations: