



Activities Report Year One, 2019-2020

[COUNCIL] City, ST
Program Coordinator

Activities Report	Due
July-Sept.	October 15, 2019
Oct.-Dec.	January 15, 2019
Jan.-March	April 15, 2020
Apr.-Jun.	June 20, 2020

INSTRUCTIONS:

1. Please select the appropriate tab for your program site at the bottom of the sheet.
2. Please document all activities that were administered by program staff .
3. Activities Report must be completed by quarterly due date.

NOTES:

- Activity dates must match Attendance Report dates.
- "Time Spent with Students via Activity" refers to the amount of time spent during each activity. *Example: Tutoring sessions that last one hour means "1" would be documented under "Time Spent with Students via Activity"*
- "Times Met for Activity" refers to how many times the same activity was conducted. If activity was conducted once, please place a "1". *Example: Tutoring twice a week for three weeks means "6" would be documented under "Times Met for Activity"*
- "Total Time Spent with Students per Activity," "Average student attendance," and "Total Monthly Time Spent with Students" have a pre-set formulas. Do not fill out these columns.

July 2019 - Quarter 1							
Name of Activity	Date(s)	Description	Student Attendance	Time Spent with Students via Activity (in hours)	Times Met for Activity	Total Time Spent with Students per Activity (in hours)	Comments
Example: College Application Writing Seminars	07/01-07/30	Students and families attended workshops at their school about how to plan for college, how to apply, and how to fill out financial aid. We check in with LULAC FDD students to make sure they are on track to graduate high school and develop a good college application.	20	4	7	28	The school coordinates these seminars that also bring in outside groups to help families prepare for and apply to college
Example: Guest Speaker from University of Texas	07/15	Students attended a guest lecture about summer programs available to high schoolers at their local university. The application process and scholarship opportunities for the program were presented to students.	30	2	1	2	
						0	
						0	
						0	
		Average Student Attendance:	25	Total Monthly Time Spent With Students:		30	