

Appendix B: Sample Youth Centre Monthly Reporting Tool
Gibsons and Area Community Centre



MONTH:

COMPILED BY:

WEEKLY OPERATIONAL HOURS & ACTIVITY TRACKER

WEEK (dates):

	Mon	Tue	Wed	Thu	Wed	Fri	Sat	Sun	TOTAL
Youth Centre									
Engagement									

WEEK (dates):

	Mon	Tue	Wed	Thu	Wed	Fri	Sat	Sun	TOTAL
Youth Centre									
Engagement									

WEEK (dates):

	Mon	Tue	Wed	Thu	Wed	Fri	Sat	Sun	TOTAL
Youth Centre									
Engagement									

WEEK (dates):

	Mon	Tue	Wed	Thu	Wed	Fri	Sat	Sun	TOTAL
Youth Centre									
Engagement									

MONTHLY OPERATIONAL HOUR TOTALS

	TOTAL	NOTES:
Youth Centre		
Engagement		

SOCIAL MEDIA AND PROMOTIONS ACTIVITY STATS

	Posts	Followers	Following	Shares	NOTES:
Instagram					
Tik Tok					
Facebook					
Other					



QUANTITATIVE RESULTS

The number of youths that dropped in during this week or participated in the mix of other program types. Youth **can** be counted more than once **if** activities occur during same evening and mark a change in engagement.

MONTHLY PROGRAM PARTICIPATION AND USE BREAKDOWN

	TOTAL	NOTES:
Youth Centre		

WEEK (dates):

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Youth Centre Drop In								
Scheduled Event(s)								
Programmed Activity(s)								
NOTES:								

WEEK (dates):

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Youth Centre Drop In								
Scheduled Event(s)								
Programmed Activity(s)								
NOTES:								

WEEK (dates):

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Youth Centre Drop In								
Scheduled Event(s)								
Programmed Activity(s)								
NOTES:								

WEEK (dates):

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Youth Centre Drop In								
Scheduled Event(s)								
Programmed Activity(s)								
NOTES:								



QUALITATIVE RESULTS

Numbers don't tell the whole story, here are some other key indicators of positive impact and/or success to report and celebrate! You decide to keep these examples or change each month. Provide a short description of each.

KEY BENEFITS IN ACTION	DESCRIPTION
Physical literacy supports lifetime participation and wellness.	
Creative skills foster cognitive development and lifelong participation and/or enjoyment of the arts.	
Social opportunities for youth and teens.	
Social interactions and connections, including those between sub-groups.	
OBSERVED POSITIVE ACTIONS	
New youth visited centre	
Tours and/or inquiries	
Youth seen trying something new	
Youth seen engaging in positive way	
Other community resources shared	
Community engagement activity	
Supported other event/activity	
Youth engagement survey	
Youth feedback received	
Story or Shining moment	

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REFLECTIONS	
Staff comments	
Supervisor comments	
Challenge(s)	
Future consideration(s)	
Issue(s) to discuss at next meeting	