



Instructions for Trainers/Leaders: Completing the Output Report Form

The Output Report Form will help us keep track of how many youth Health Rocks! reaches. Please complete one Output Report Form for each group that undergoes HR! training.

Page 1: Information on the program, and youth completing 10 hours of training.

PROGRAM – this section asks about where the program was conducted

- Organization: Your organization/agency name
- City/Town, State: Specify your city/town and State
- County: Specify your county (counties)
- Location: Specify the place on the row below where the training takes place, for example, extension office, school or church, AND circle whether the place is rented, free or your agency own place

PARTICIPANTS – this section for this page asks about the number of youth who COMPLETED at least 10 hours of Health Rocks! training

- **In the first row**, place the number of participants (males, females, and total), the total number of contact educational hours, and the total number of activities completed.
- In the following rows, place the number of males, females and the total from each age, grade, race and/or ethnic group and from the city or town where participants are from.

Page 2: Information on youth NOT completing 10 hours of training.

PARTICIPANTS – this section asks about the number of participants who did NOT COMPLETE 10 hours of Health Rocks! training

Page 3: Information on youth leaders and other people helping to support HR! training..

YOUTH LEADERS – this section asks about the youth leaders who conducted or helped conduct HR! training. Complete the information per section.

PARENT/CAREGIVER – Place the number of parents or caregivers who were involved in training and who were present. Place the numbers by gender and then total.

LEADERS – Place the number of adult HR! leaders who were involved in training.

Page 4: Information on funds, resources and others.

FINANCIAL SUPPORT

- This refers to any **monetary** support in dollar amount that is received and/or used for Health Rocks program in addition to the Health Rocks grant.

SUPPLIES

- This refers to any **non-monetary** support that is received and/or used for Health Rocks program in addition to the Health Rocks grant. For example, snacks, etc.

STAFF

- This refers to any staff of agencies other than yours, including volunteers who have helped with the Health Rocks program (place volunteers in the agency name column).