

IMPACT REPORTING YEAR/TIMELINE:

Bold and (*) sections are required Impact Report sections.

	CONTENT SECTION	RESPONSIBLE PARTY			
<input type="checkbox"/>	Opening Content + Opening Message from the Director*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mission Statement*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vision Statement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ETS's*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ETS Supporting Project Bullets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Year-at-a-Glance Infographic*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Previous Year Project Highlights* <i>(up to 6)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Outcomes & Highlights		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Quotes/Testimonials from Community Members & Partners		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Looking Ahead* <i>(future projects)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Donor/Funder/Contributor Acknowledgements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Donor Spotlight Story		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Board/Staff Roster*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Board/Staff Bios		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Board/Staff Photos <i>(individual head shots)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Volunteer Acknowledgements <i>(list)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Year-to-date revenues/Financials		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Additional Photos, QR Code		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KEY



Copywriting



Photography Gathered



Content is in Word Doc



Section Completed

REQUIRED REPORTING

DUE DATE	PRESENTING TO	FOCUS	PREPPED?	RESPONSE
			<input type="checkbox"/>	
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OTHER PRESENTATIONS

DUE DATE	PRESENTING TO	FOCUS	PREPPED?	RESPONSE
			<input type="checkbox"/>	
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