

Checklist of Items to Turn in for 2010 Annual Report

The following items are included in the 2010 Annual Report for the Children's Policy Council. The annual report for your county's Children's Policy Council, including the 2010 Needs Assessment Update, is **due July 1, 2010**. Please include this checklist with your report.

- Minutes from 2009/2010 meetings
- Sign in sheets from 2009/2010 meetings
- Completed Levels Assessment forms
- Accomplishments for 2009
- Current membership listing including name, organization, address, phone and e-mail address
- 2010 Needs Assessment Updates - Three pages - one for each of the three results
- Resource directory (electronic or paper)

County: _____

Date: _____

Name of person submitting report: _____

Phone number of person submitting report: _____

E-mail address of person submitting report: _____

CPC Self Assessment Level 1

Yes No

Membership

___ ___ Mandated Members (at least 8 of 15) attended at least two meetings per year

___ ___ At Large Members (at least 5 of 7) attended at least two meetings per year

Meetings

___ ___ Minutes and sign-in sheets kept for all meetings

___ ___ Juvenile Judge attended at least two meetings per year

___ ___ CPC meets at least quarterly

Reports

___ ___ Membership list kept current

___ ___ Needs Assessment turned in on time & in correct format

___ ___ Resource Directory submitted

___ ___ Annual Report submitted

CPC: _____ Date: _____

CPC Self Assessment Level 2

- | Yes | No | Membership |
|-----|-----|------------------------------------------------------------------------------|
| ___ | ___ | Mandated Members (at least 10 of 15) attended at least two meetings per year |
| ___ | ___ | At Large Members (at least 6 of 7) attended two meetings per year |
| ___ | ___ | At least 3 members attended CPC Conference |
| ___ | ___ | New Member Orientation Manual developed |

Meetings

- | | | |
|-----|-----|------------------------------------------------------------|
| ___ | ___ | Committees meet at least quarterly apart from CPC meetings |
| ___ | ___ | Committees give reports at CPC meetings |

Committees

- | | | |
|-----|-----|---------------------------------|
| ___ | ___ | Committees Established |
| | | ___ Health |
| | | ___ Safety |
| | | ___ Education (K-12) |
| | | ___ Early Care & Education |
| | | ___ Economic Security |
| | | ___ Parent Involvement & Skills |
| ___ | ___ | Executive Committee Active |

Success

- | | | |
|-----|-----|--------------------------------------------------------|
| ___ | ___ | Committees are taking action towards identified issues |
| ___ | ___ | Mission Statement developed |

Officers

- | | | |
|-----|-----|----------------------|
| ___ | ___ | Vice – Chair elected |
| ___ | ___ | Secretary elected |

CPC: _____ Date: _____

CPC Self Assessment Level 3

| Yes | No | |
|--------------------------|--------------------------|----------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Council has developed strong leadership |
| <input type="checkbox"/> | <input type="checkbox"/> | Fiscal agent identified (or established as 501(c)(3)) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bylaws established |
| <input type="checkbox"/> | <input type="checkbox"/> | Members attended CPC Leadership Training |
| <input type="checkbox"/> | <input type="checkbox"/> | Committees are active & performing action steps |
| <input type="checkbox"/> | <input type="checkbox"/> | At least 5 members attended CPC Conference |
| <input type="checkbox"/> | <input type="checkbox"/> | Council active in child advocacy efforts |
| <input type="checkbox"/> | <input type="checkbox"/> | Council sponsors community efforts for children's issues |
| <input type="checkbox"/> | <input type="checkbox"/> | Communication line developed with Legislators |
| <input type="checkbox"/> | <input type="checkbox"/> | Communication line developed with Media |
| <input type="checkbox"/> | <input type="checkbox"/> | Strategic Plan in place |

CPC: _____ Date: _____

Accomplishments from Past Year

County: _____

Please list the accomplishments of your Children's Policy Council for the past year. These accomplishments will be included in the 2010 Needs Assessment Update that will be printed and distributed to the governor, the state Children's Policy Council, legislators and other state and local entities.

2010 Needs Assessment Update - Result One - Top Priority

County:

Result:(from last year's Needs Assessment)

Indicator:(from last year's Needs Assessment)

Number to add for 2009:

(Actual count, rate, percentage, etc. - whatever matches last year's data)

Source of data:

(Kids Count, PRIDE, etc.)

Accomplished from the 2009 Action Plan:

2010 Action Plan - Best Ideas:

1.

2.

3.

4. (No cost/low cost idea)

2010 Needs Assessment Update - Result One - Top Priority

County: _____

(Continued)

2010 Needs Assessment Update - Result Two

County:

Result:(from last year's Needs Assessment)

Indicator:(from last year's Needs Assessment)

Number to add for 2009:

(Actual count, rate, percentage, etc. - whatever matches last year's data)

Source of data:

(Kids Count, PRIDE, etc.)

Accomplished from the 2009 Action Plan:

2010 Action Plan - Best Ideas:

1.

2.

3.

4. (No cost/low cost idea)

2010 Needs Assessment Update - Result Two

County: _____

(Continued)

2010 Needs Assessment Update - Result Three

County:

Result:(from last year's Needs Assessment)

Indicator:(from last year's Needs Assessment)

Number to add for 2009:

(Actual count, rate, percentage, etc. - whatever matches last year's data)

Source of data:

(Kids Count, PRIDE, etc.)

Accomplished from the 2009 Action Plan:

2010 Action Plan - Best Ideas:

1.

2.

3.

4. (No cost/low cost idea)

2010 Needs Assessment Update - Result Three

County: _____

(Continued)