

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: _____

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 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 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) _____

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

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Mandated Members (at least 10 of 15) attended at least two meetings per year |
| <input type="checkbox"/> | <input type="checkbox"/> | At Large Members (at least attended at least 6 of 7) two meetings per year |
| <input type="checkbox"/> | <input type="checkbox"/> | At least 3 members attended CPC Conference |
| <input type="checkbox"/> | <input type="checkbox"/> | New Member Orientation Manual developed |

Meetings

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Committees meet at least quarterly apart from CPC meetings |
| <input type="checkbox"/> | <input type="checkbox"/> | Committees give reports at CPC meetings |

Committees

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Committees Established |
| | | <input type="checkbox"/> Health |
| | | <input type="checkbox"/> Safety |
| | | <input type="checkbox"/> Education |
| | | <input type="checkbox"/> Early Care & Education |
| | | <input type="checkbox"/> Economic Security |
| | | <input type="checkbox"/> Parent Involvement & Skills |
| <input type="checkbox"/> | <input type="checkbox"/> | Executive Committee Active |

Success

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Committees are taking action towards identified issues |
| <input type="checkbox"/> | <input type="checkbox"/> | Mission Statement developed |

Officers

- | | | |
|--------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice – Chair elected |
| <input type="checkbox"/> | <input type="checkbox"/> | Secretary elected |

CPC: _____ Date: _____

**CPC Self Assessment
Level 3**

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

CPC: _____ Date: _____