

## ***ACTIVE SCHOOLS INITIATIVE***

### **Progress Report Template**

**Progress Report to be submitted by January 14, 2011.**

**PURPOSE:** This report is designed to gather information on your coalition's progress toward achieving the deliverables of the Communities Putting Prevention to Work – Active Schools Initiative grant. The report will also provide the Nutrition, Physical Activity and Obesity (NPAO) Program with information on successes and challenges faced during the last 6 months and throughout the two-year funding cycle.

Information collected from this report will also help to inform the NPAO Program's CPPW efforts and its funding agency, the Centers for Disease Control and Prevention, about policy change and educational advocacy efforts that have occurred to address physical activity in Wisconsin schools.

For reference, the [Grant Guidelines](#) in the Local Funding to Support Active Schools Initiative outlines the expectations and deliverables for this grant. This report template was developed, in part, based on this information. You can find the Grant Guidelines at <http://www.healthinpractice.org/> under [Active Schools](#).

If you have questions about this report, please contact Karen Odegaard via email at [Karen.Odegaard@wisconsin.gov](mailto:Karen.Odegaard@wisconsin.gov) or by phone at 608-267-6781.



## 2. Coalition building strategies:

Check two or more strategies your coalition has used or plans to use to build or strengthen capacity

- Recruit and retain active coalition members that represent the school setting
- Assess the capacity of the coalition to identify strengths, weaknesses and gaps
- Address areas that need improvement as identified in the assessment to build or strengthen coalition capacity. E.g. attending training, training coalition members, strategic planning, recruiting key members, communication, formalizing coalition structure, etc.
- Utilize asset mapping to identify what is currently happening in your community.
- Conduct periodic evaluation of coalition function.
- Conduct regular and on-going communication to members.

## Educational Advocacy implementation

The following questions relate to your coalition's educational advocacy activities over the last 6 months.

### 3. Evidence of educational advocacy implementation:

- Provide a list of personal meetings and/or visits with state legislators and/or local policymakers (dates, names) and the coalition members and their roles who attended/will attend.
  - **Local policymakers** might include school board members, county board members, city council or village board members.
  - **State legislators** might include assembly representatives or state senators.

Policymaker and position	Meeting Date	Names of attending coalition members and roles	Comments and/or outcomes
<i>e.g. Rep., Joe Parisi, Assembly District 48</i>	<i>11/2/10</i>	<i>Jane Doe, coalition chair; Mary Smith, advocacy partner; John Johnson, school district staff</i>	<i>We had a very pleasant, not at all intimidating meeting and Parisi agreed to have us come back in June to tell him about the progress of our work.</i>

- Check one or more types of educational advocacy tactics your coalition has implemented in the last 6 months:
  - Media advocacy** – The process of disseminating policy-related information through the communications media, with the aim of changing policy or altering the public's view of an issue.  
Ex. Writing letters to the editor, issuing press releases, or meeting with an editorial board.
  - Educate key local and state decision makers** – Providing background information about a public health issue and evidence-based interventions to policy makers or educating policymakers on the importance and potential impact of a policy.  
Ex. Meeting with policymaker to help him or her understand the role of schools in preventing obesity but not expressing opinions about any specific pieces of legislation.
  - Community engagement** – The process of mobilizing your community around a particular issue.

Ex. Town hall meetings, legislative breakfasts, and providing policy or issue education at local meetings or events.

- Provide a brief description of the educational advocacy tactics your coalition has implemented. Include information about results achieved.

**Provide a brief description of the successes and/or challenges you have encountered so far (and not captured elsewhere in the report) related to educational advocacy tactics.\***

Please consider:

- Providing educational advocacy/policy maker education
- Media advocacy
- Grassroots/Community organizing

- Based on your experience, what would encourage or motivate other coalitions to use educational advocacy tactics?

- What advice would you give to coalitions interested in doing educational advocacy/policy maker education?

- How would you characterize your coalition members' level of comfort with educational advocacy tactics?

- Very comfortable
- Somewhat comfortable
- Neutral
- Somewhat uncomfortable
- Very uncomfortable
- Uncertain

Comments:

- Would you like to serve as a mentor to other coalitions on educational advocacy?  
 Yes       No

### **Training and Communication**

The following questions relate to your coalition's needs and/or preferences related to training, technical assistance, and communication.

#### **4. Other**

- Provide a brief description of the technical assistance and training needs your coalition encountered during the previous quarter or that you anticipate in the future.:

- Communication: Provide a brief description of:
  - Methods of communication used within your coalition (i.e., face-to-face meetings, teleconferences, email, website, social media, list serve, other)
  - Methods you have used OR would use to communicate coalition activities, accomplishments or challenges with your community or with other coalitions, along with any tools or resources that would help you to do this.
  - Your preferred method(s), frequency and content of communication with the NPAO Program (i.e., regular teleconferences, web-based meetings, social media, face-to-face, regional meetings, other).
- Provide a brief description of the successes and/or challenges you have encountered during the past 6 months (if not captured elsewhere in the report).

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