

2019 Annual Affiliate Check-In Preparation Worksheet

This worksheet will help you to gather information needed for the Annual Affiliate Check-In. Remember that we are asking for information regarding your **last completed programming year** (this will be based on the time period August 2018-July 2019).

Demographics:

Please make sure that the percentages for each category add up to 100%

1. Number of Children Served: _____
2. Ages of Children Served:
 - a. 0-2 years-old? (Infants & Toddlers): _____
 - b. 3-5 years-old? (Preschool): _____
 - c. Grades Kindergarten-2nd grade: _____
3. Ethnicities:
 - a. What percentage of your families were:
 - i. African American or Black : _____
 - ii. American Indian/Alaska Native: _____
 - iii. Asian: _____
 - iv. Caucasian/White: _____
 - v. Latino/Hispanic: _____
 - vi. Middle Eastern or North African: _____
 - vii. What other ethnicities served: _____
4. Languages:
 - a. Estimate the percentage of the children you served whose home language was...
 - i. English: _____
 - ii. Spanish: _____
 - iii. Chinese: _____
 - iv. Vietnamese: _____
 - v. Russian: _____
 - vi. Portuguese: _____
 - vii. Other languages served: _____

Program Implementation:

1. Implementers
 - a. Did you hold kick-off orientations for implementers and/or refresher trainings for Implementers? _____
 - b. Did you conduct site visits with your Implementers? _____
 - c. Did you provide your Implementers with a Refresher Training? _____

2. Parents
 - a. Did you hold Parent Kick-Off orientations? _____
 - b. Did you provide additional training for parents on interactive read aloud techniques? _____

3. Library
 - a. Did you have a Blue Bag Event? _____
 - b. Did you pass out library card applications and/or information about the library?

4. Red Bag Routine
 - a. Did you rotate Red Book Bags? _____

Funding:

Please collect information about your funding sources, the specific type of funding and the amount received from each source. Think in terms of funding received from:

Government (Federal, State, Municipal)

- Head Start
- ESSA Funding
- Century 21
- Promise Neighborhood
- PreK Grants
- Birth to 5
- Literacy Program (i.e., Striving Readers)
- Other

Contributed Revenue

- Corporations/Businesses
- Agencies
- Organizations (i.e., Rotary Club, Masons, etc)
- Individuals
- Foundations
- Peer-to-Peer fundraising (i.e., Global Giving, iDonate, School PTA, etc)

Other Sources: _____

Fiscal Year End Date _____

This worksheet does not include all the questions that appear on the Annual Affiliate Check-In Survey. This worksheet was designed to help you gather information that you may have located in various places and bring it all together on one worksheet.