## **Reporting Requirements for the Alumni Development Program**

Chapter officers must collect the following information & email it to <u>Ronita.Wilson@vbpd.virginia.gov</u> or fax it to 804-786-1118 within three calendar days of each event. Templates are available.

Sign-In Sheets	What?	Who?	When?	Why?
Virginia Board for Date::  People with Disabilities  ADP Sign-In Sheet for Alumni  NAME of AUMNUS  Marker ALUMNUS  Marker ALU	List of alumni participants, their contact info, & member status	Alumni and participating non- alumni. There is a separate sign-in sheet for each of	•	To track how many members are attending each event, identify new members, & meet
	List of participating non-alumni, how they heard of the event, & contact info	these two groups.		federal reporting requirements

<b>Member Information Sheet</b>	What?	Who?	When?	Why?
Alumni Development Program Member Information Sheet         Please provide the following information if you are new to the Alumni         Development Program and graduated from a Board training program. The information will allow us to inform you of upcoming events, comply with Idearal reporting requirements, and ensure we are reaching all alumni. Thank you!         Contact Information         Nume: Address:         Phone Number(s): tmail:         Demographic Information         Gender:       O Male         O Female         Training program:       O FIP         O Yuk (formerly YLT)       O Both PIP & YLA	Member contact & demographic info	New chapter members who graduated from a Board training program. Look for people who select "New" on the alumni sign-in sheet.		To communicate with members after the event, ensure we are reaching all alumni, and meet federal reporting requirements

Participant Surveys	What?	Who?	When?	Why?
Virginia Board for beneficial and the state of the state of the state of the state Auna Development Parlament of the state of the state Development Program meeting: Nor answer will be nonymou: That you for your beathed to state of the state of the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development with the state of the state of the state Development of the state of the state of the state of the state Development of the state of the state of the state of the state Development of the state of the state of the state of the state Development of the state of the state of the state of the state Development of the state of the state of the state of the state Development of the state	Survey about how participants felt about the chapter meeting	All alumni and non-alumni who participated in the meeting or advocacy activity. There is a	End of chapter meetings and advocacy activities	To identify ways to improve the effectiveness of meetings and advocacy activities
<image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Survey about how participants felt about the chapter activity	separate survey for each of these two events.		

<u>Minutes</u>	What?	Who?	When?	Why?
Alumni Development Program Minutes [Insert region] [Insert date of event]	Written notes describing the event, who attended, and what occurred	Secretary	After chapter meetings and	To remember what occurred and to
General Event Information Identify what the event was (e.g., meeting, advocacy activity), where it was held, and at what time it was held. Alumni in Attendance list the chapter members who attended, using information from the sign in cheet for alumni.			advocacy activities	inform Board staff of progress
Non-Alumni Who Participated				