

CLC REPORTING ONLINE JOURNAL CHECKLIST



PRIORITY GOALS

- ☐ Goals reflect action plan
- ☐ Goals are still relevant to my work
- ☐ Goals are short but descriptive

PARTNERSHIPS

- ☐ Update signed partnership agreements
- ☐ Update number of partners and service providers (count them year to date)
- ☐ All partnership tables to date are listed
- ☐ Areas of Focus selected for each table
- ☐ All tables include 2+ organizations
- ☐ Ad-Hoc Partnership tables are included

FINANCIALS

- ☐ Update grants and donations to date
- ☐ Purpose contains keywords not sentences (i.e. project funds, school trip, etc.)
- ☐ Associated Activities selected (if relevant)
- ☐ Review previous entries and update
- ☐ Follow up with donors (thank you card or email, photos, participation #s, etc.)

ACTIVITIES

- ☐ Name of activity is short and clear
- ☐ Activity dates are updated
- ☐ Description is short and clear
 - ☐ Under 200 characters
 - ☐ Under 3 short sentences
 - ☐ Anyone can understand it
 - ☐ No acronyms or abbreviations
- ☐ Max. 2 outcome areas selected
- ☐ All participant boxes filled in (add zeros)
- ☐ All volunteer boxes filled in (add zeros)
- ☐ All partners and service providers listed for each activity
- ☐ All material donations included

REPORTING

- ☐ Add highlight of the reporting quarter
- ☐ Upload two relevant images
- ☐ Export report to PDF
- ☐ Send to: Principal(s), SB Rep(s), PRT Rep
- ☐ Prepare a report for Governing Board (simplified, highlights)
- ☐ Update action plan with new activities in relevant goals

QUICK TIPS: DOES THIS BELONG IN THE CLC REPORT?



Participating in training or webinars
One-on-one meetings with partners
Activities with no partners (unless significant volunteer involvement or linked to a CLC grant)



Activities led by school staff that included a community partner
Community activities and events with student &/or family participation and (co)organized by CDA