



**NATIONAL 4-H
COUNCIL**

Using the Common Measures Reporting Template

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Introduction to the Reporting Template





Common Measures Reporting Template

- Simplified reporting process
- Web application used to generate impact report
 - Share impacts
 - Aggregated Frequency Data
 - Customizable





What you'll find in the report

- **Cover Page**

- HQ Photo (or custom photo)
- Logos
- Program Name and Date

- **Introduction & Conclusion**

- Basic text provided for you!!!
- Messaging based on mission mandate area

- **Body**

- **Demographics and Impact Data**
 - Aggregate Frequency Data
 - Graphs depicting impact data

Note!

Common Measures **AND**
Custom Questions
No Qualitative Questions
Edit and Customize your
report!



Access and Resources

Access Reporting Template

- www.4-h.org/commonmeasures
- **Available Resources**
 - Users Guide
 - Webinar/Trainings
 - National Launch Recording
 - How to use Reporting Template
 - Customizing Report





What you Need to Create an Impact Report

- **Access to Qualtrics**
 - LGU Account
 - National 4-H Council Account
- **Qualtrics CSV File**
- **Microsoft**





Thank You.

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Hands-On Practice Using the Common Measures Reporting Template

- <https://unl.box.com/v/NECapacityBuildingTraining>

