Instructions for Using the Reporting Our Findings Tool

The process for completing the Reporting Our Findings Tool is as follows:

1. Identify the groups to which you need to report your findings.

2. For each group, identify one or two of the best methods you can think of to communicate your findings to them. For example, a funder may need a formal report while the local media requires a press release.

3. Along with answering the three questions in the tool, also think about who will be responsible for getting the reporting done and when it will happen.

4. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

Print Form

Reporting Our Findings

Who are the key groups to which we need to report our findings?

How are we going to report to each of these groups?

Do we need someone to check our report(s) for accuracy? If so, who could do this?

Adapted from: RAND. (2007). Imm, P., Chinman, M., Wandersman, A., Rosenbloom, D., Guckenburg, S., & Leis, R. Preventing Underage Drinking: Using Getting to Outcomes with the Strategic Prevention Framework to Achieve Results. http://www.rand.org/pubs/technical_reports/TR403/