



Contract #

Quarterly Report for (please circle) 1st 2nd 3rd 4th Quarter 2002

(Agency Name)

(Name of Project)

Quarterly Report Summary					
State each Measurable Objective from Project Work Plan (Exhibit B) below:	Jan-Mar 2002	Apr-June 2002	Jul-Sept 2002	Oct-Dec 2002	Total To Date

Submitted By: (Please submit one hard copy and one electronic copy - disk or e-mail attachment)

(Type or print name) (Signature) (Phone #) (Date)

Received By: _____ Date _____
(Public Health Department)

Contract #

Quarterly Report for (please circle) 1st 2nd 3rd 4th Quarter 2002

(Agency Name)

(Name of Project)

Quarterly Report Detail

State each Measurable Objective from Project Work Plan (Exhibit B) below and give short summary on each - including activities and progress during Quarter of Report, challenges encountered, their resolution(s) or possible resolution(s), and other comments:

SAMPLE

Quarterly Report Detail

State each Measurable Objective from Project Work Plan (Exhibit B) below and give short summary on each - including activities and progress during Quarter of Report, challenges, and other comments:

- 1. By December 31, 2002, recruit, orient and retain a pool of 300 donor professionals who provide no-cost services to children in need.**

During the first quarter, three thousand donor solicitation letters were mailed and 500 follow-up calls were made. Staff also participated in community networking and educational opportunities at 15 professional organization meetings, health fairs and other events. So far, 137 professionals have agreed to donate time to the project. Three orientation meetings have been scheduled for the second quarter. Challenges have included obtaining current mailing lists, updating mailing addresses, and getting busy professionals to respond to phone messages.

- 2. By December 31, 2002, match 300 referred children with donor professionals who provide them with needed goods and services.**

83 referrals for services were made during the first quarter. Case management was provided to the parents of 48 of these children to begin coordination of professional services.

- 3. By December 31, 2002, provide 60 hours of community education to 800**

- 4.**