



Community Profile Template and Instructions



***Profiles are due from
Community Action coalitions
to Sierra Health Foundation
no later than Feb. 28, 2007***

e-mail to reach@sierrahealth.org

Congratulations on getting to this milestone in your work for youth! We're inspired by your dedication to youth in your community. We hope this planning phase of your REACH Community Action grant has been a positive experience for all of your coalition members.

We look forward to receiving your Community Profile and finding out what you've learned from your data collection. It's our hope that your profile will present an accurate picture of your community and how it supports youth.

Community Profile Template

We're providing the attached profile template to help guide you through the process of telling your story, describing your data collection methods and summarizing your findings. The template is a Microsoft Word document with user-friendly formatting.

Just as your work to this point has been done as a coalition effort, we encourage you to complete your profile as a coalition. Although much of the profile may be completed by adult members, we hope to hear from youth, too! For example, youth may have input and reflections about their experiences, which can be woven into the profile. If youth or adult members have taken photos or created multimedia materials that you would like to share with us, please include them as separate attachments.

Distribution of the Profile to Your Community

We will be putting your profile information into a document for your coalition to distribute in your community. After we receive your profile, we will proofread it and format the information into a layout for publication. Within one week, we will send you a proof to review before printing. Once we receive your approval of the final document, we will send it to the printer with the expectation of receiving the bound documents within one week for you to distribute to your community. These documents will have front and back preprinted REACH covers, and will include a pocket in the back for you to include multimedia materials. We can provide 200 reports at no charge; additional reports will cost approximately \$5.00 each. Please notify us by January 15 of any quantity over 200 you will need.

Technical Assistance

We will host a group template review to answer questions on Jan. 16 from 11 a.m. to noon. Please be sure key coalition members who will be working on your Community Profile participate. Sign up with Diane Littlefield at dlittlefield@sierrahealth.org.

If you need technical assistance or have questions about completing the template, contact Joanne Bookmyer at jbookmyer@ucdavis.edu. For questions about production of printed documents, contact Katy Pasini at kpasini@sierrahealth.org. **Submit your completed template to reach@sierrahealth.org no later than Feb. 28, 2007.**

We wish you the best with your Community Profile!

Sierra Health Foundation and the REACH Technical Assistance Team

Name of your coalition:	
Name of your coalition's profile key contact person:	
E-mail:	
Phone:	

The information requested in this template will help tell your coalition's story to key community audiences. Review all instructions on the previous page and these general directions:

1. Appoint one coalition member to coordinate the information needed to answer template questions and serve as the contact with Sierra Health Foundation. We suggest assigning a small workgroup to share in the information gathering.
2. Read all template sections before beginning. Determine your technical assistance needs.
3. **Deadline for submission to Sierra Health is February 28, 2007.** Template information sent after the deadline will delay the delivery of your community profile publication. If you would like UCD to review your profile before submission, build in time for them to do so. You will have an opportunity to review the publication text before it goes to the printer.
4. Use Microsoft Word and an 11-point Arial font to answer the template questions.
5. Review the attached "Community Profile Writing Tips" before beginning.
6. Save the final template content on your computer before you e-mail it to reach@sierrahealth.org.
7. Identify photographs, stories, anecdotes and notable findings for inclusion in the final document.
8. High-quality photographs should be attached in JPG format and have photographer credits, captions and photo releases for each person shown. (See page 19.)
9. Tables, charts and graphs (in sizable MS Word, Excel or PDF formats) should be attached to the submission e-mail to Sierra Health with the completed template. Title each figure and identify the source and date of the information. (See page 19.)

Template questions should be directed to Joanne Bookmyer at jbookmyer@ucdavis.edu. Publication questions should be directed to Katy Pasini at kpasini@sierrahealth.org. Submit the completed profile to reach@sierrahealth.org.

**Part I.
Acknowledgements and Coalition Members**

Use this section to acknowledge individuals and organizations you wish to thank for assisting with your coalition's assessment and preparation of the community profile. (Use the tab key and add rows as needed.) You have the option of writing this section in paragraph form, limited to 200 words.

Thanks to the following individuals and organizations for their assistance in conducting and preparing the Community Profile...

[Large empty light blue rectangular area for writing acknowledgements]

List your coalition members, including names and organization/affinity. Add rows as needed.

Example:

John Jones
Jeremy Rodriguez

Name:

Example:

Center for Community School Partnerships
Youth

Organization/affinity:

[Large empty light blue rectangular area for listing coalition members]

**Part II.
Coalition Background**

What is your coalition's vision and/or mission?

What are your coalition's goals?

Briefly describe your coalition (for example, whether you are a new or established coalition or somewhere in between) and the types of agencies, groups and stakeholders represented (such as schools, after-school organizations, faith community, service organizations).

(300-word limit)



Why is the coalition's work important to your community?

What are the core principles and values that guide your coalitions work?

What are some key assets of your coalition that you plan to use to achieve your goals (such as strong relationships with schools, service organizations, businesses and other partners)?

(250-word limit)



**Part III.
What We Have Learned**

State the key (most meaningful) findings and provide THE CORRESPONDING primary and/or secondary data to support each finding.

Documentation to support your findings might include attached tables, charts, graphic images or comments. See page 19 for information on attachments.

(The text box is on the following page.)

(1000-word limit)



Include stories/anecdotes, comments and/or quotes that support your coalition's findings.

(250-word limit)

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Part IV. How We Did It

Coalition Assessment Goal and Focus:

Describe the goal and focus of your community assessment.

You might want to include how this goal was developed and how your assessment goal relates to your coalition's broader vision and mission.

Describe the supports/opportunities your community assessment focuses on (such as physical and emotional safety, skill-building and enrichment opportunities, multiple supportive relationships with adults, etc.).

Why did you decide to focus on these supports/opportunities?

(300-word limit)

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Process and Methods:

Describe your research and data collection process (strategy) for conducting a community assessment (who was involved and what were their roles; how often did you meet; what were the primary tasks, such as developing a plan and guiding questions, developing survey and focus group tools, collecting data, analyzing data, etc.).

(250-word limit)

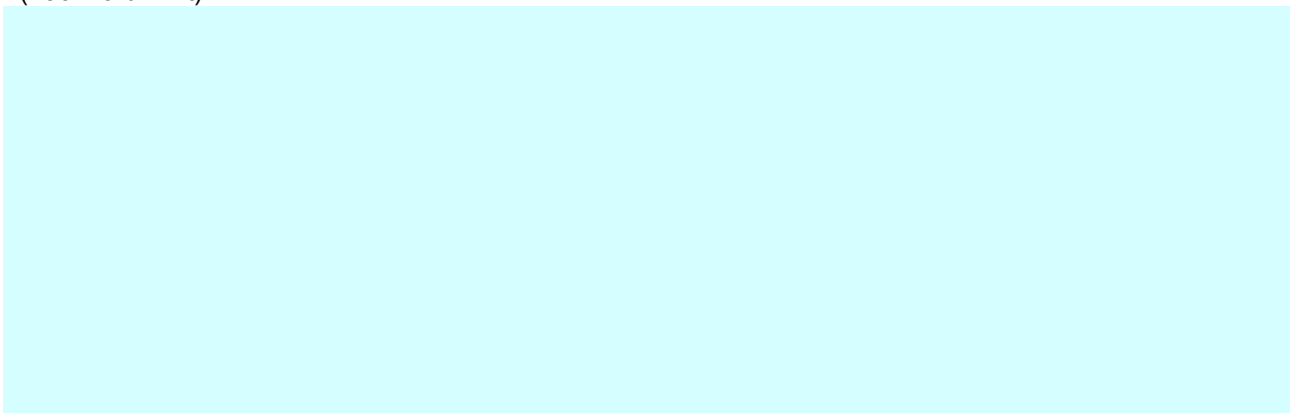


What types of primary data did you collect?

What were your data collection methods (such as interviews, focus groups, surveys, etc.)?

From whom did you collect your primary data (the specific groups of people/sectors)?

(150-word limit)



As you know, the UC Davis Center for Community School Partnerships has collected secondary data on behalf of the REACH coalitions. Data describes the community (U.S. Census 2000) and the youth population (California Department of Education school-level data), as well as supports and opportunities for youth (California Department of Education and Department of Social Services data). To the extent possible, this data is reflective of each coalition's geographical focus. Data is available online at www.reachyouthprogram.org.

Describe any other secondary data/sources you would like to mention. (You might want to consider beginning with, "Other secondary data collected by our coalition based on our specific needs and interests include...")

(150-word limit)

Showcase one or more of the youth or adults who were involved in the community assessment, including age (if youth), the role they played and the skills they acquired as a result of their participation.

(200-word limit)

Include stories/anecdotes, comments and/or quotes from and/or about youth and their experiences as a result of the coalition's **community assessment work**.

(250-word limit)



Youth Involvement in the Coalition:

Describe how you are engaging youth in your coalition, including youth from diverse backgrounds (in terms of ethnicity, economic background, culture, geography).

Consider including a description of strategies you have used to engage youth (such as outreach events, hiring them to perform specific tasks, getting their ideas on how to design surveys, etc.).

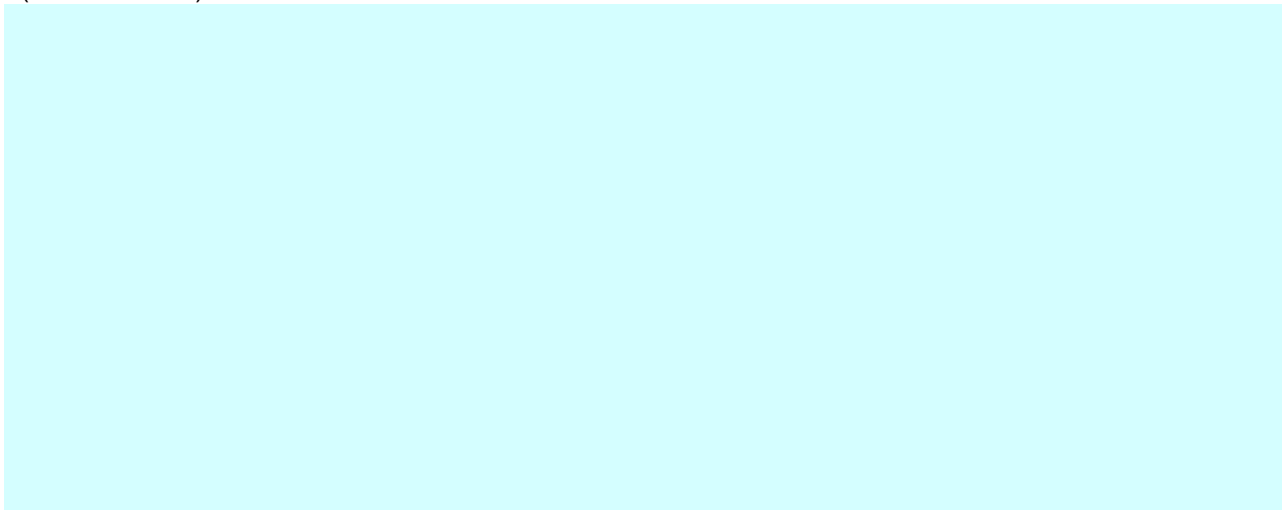
Also consider including a description of what kinds of roles youth are playing (such as decision making, community assessment team, advisory group, coalition board, media, outreach, etc.).

(200-word limit)



Showcase one or more of the youth who are involved in your coalition, including age, the role they play, how they are supporting the coalition and what their presence adds to the coalition.

(200-word limit)



Include stories/anecdotes, comments and/or quotes from and/or about youth and their experiences as a result of the coalition's **engagement work**.

(250-word limit)



**Part V.
Our Community**

Description of Community and Youth Demographics:

Provide descriptive information about your community, including youth.

Attach any tables, charts and graphs and reference them in the text. This might include secondary data posted on the REACH web site (www.reachyouthprogram.org) and other information your coalition collected. For assistance in downloading files from the web site, contact John Jones at UCD at johjones@ucdavis.edu.

(250-word limit)

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Supports and Opportunities for Youth:

Describe the resources, strengths, and supports and opportunities for youth in your community and include the supporting data.

How does your community currently support youth? Are these supports and opportunities accessible to all youth? You may want to focus just on the supports and opportunities that are linked to your assessment focus.

Attach any tables, charts and graphs, and reference them in the text.

(500-word limit)

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Part VI.
Summary of Your Coalition's Discoveries

Describe what you have learned as a result of the assessment.

Were there any surprises in this process? *(Ex: Four community-based organizations serving the same youth population were unaware of their complementary and overlapping services.)*

What are the implications of what you have learned? Consider if your assessment generated ideas about how to improve coordination, policy and resource alignment, community engagement, increased demand for new or improved supports, etc.

Are there new questions the findings generated that you might want to explore in the future?

(500-word limit)



Describe what's next for your coalition.

How will you use the information gathered during your community assessment?

How can new people get involved in the coalition's work? What is your call to action?

(500-word limit)

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Attachments

Attach any tables, charts, graphs, photos, etc. that you would like included in the report. Title tables, charts and graphs and identify the source and date of the information. High-quality photographs should be in JPG format. Reference attached photos where appropriate in the template text, including the photo file titles, captions and photographer credits. A signed photo release form is required for each person shown in a photo (see attached photo release form).

Example of what a table might look like and how to label:

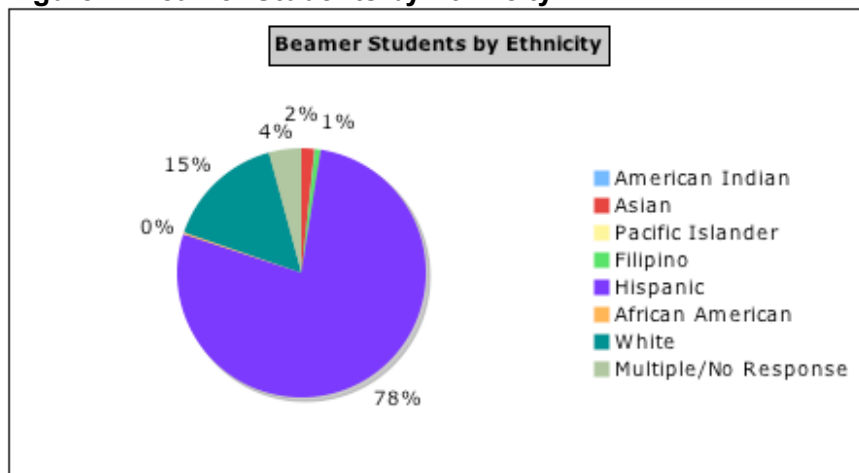
Table 1: South Sacramento Academic Support 2005 - 2006

Academic Support 2005 - 2006			
School	Pupil-Teacher Ratio	Average Class Size	% Fully Credentialed Teachers
Beamer Park Elementary	16.1	23.5	96.2
Dingle Elementary	19.5	23.4	100
Freeman Elementary	18.2	21.2	92
Gibson Elementary	20.4	23	100
Grafton Elementary	16.3	18.6	100
Rhoda Maxwell Elementary	18.1	24.2	96.3
Plainfield Elementary	18.1	22.9	94.1
Ramón S. Tafoya Elementary	20.9	23.9	97.6
Whitehead Elementary	17.1	21.1	100
Willow Spring Elementary	18.5	22.6	100
Woodland Prairie Elementary	17.8	22.3	100
Zamora Elementary	19	23.5	100
Lee Middle	22	29.4	85.3
Woodland Joint Unified	20.2	27.6	93.3

Source: California Department of Education

Example of what a chart might look like and how to label:

Figure 1: Beamer Students by Ethnicity



Source: California Department of Education, 2005-2006