

Attachment 2

Instructions for submitting Accomplishments form

General Directions

Use the Accomplishments form to report on all FY 2010 projects and programs that engaged or educated youth up to age 25, whether or not they were supported by Youth Incentive Funding. Please file separate reports for each youth project or program that received Youth Incentive Funding.

For all other education and interpretation programs, offices are encouraged to group similar projects and programs together to simplify the reporting process. For instance, if school groups regularly visit a site for education programs throughout the year, offices should describe these programs in general terms and include total number of students and teachers reached. Similarly, there is no need to report on separate Visitor Center programs; the total number reached through these programs is sufficient. If tracked separately, the total number of youth reached through Visitor Center programs should be reported on the "Accomplishments Data" chart.

State Youth Leads are asked to collect all forms from Field Offices and place them in a State folder, which should then be posted by **December 1, 2010** on the Youth Sharepoint site:

http://teamspace/sites-wo/wo170nlc/youth_initiatives/state_youth_leads/default.aspx

Program category

If the project received FY 2010 Youth Incentive funding, check the category under which funding was received.

Contact information

Fill in State and Office location and contact information for project manager.

Type of activity

Click all that apply.

Project/program frequency

If project or program took place more than once during the FY, please indicate how many times. Numbers in spreadsheet should reflect the total number of participants throughout the year.

Primary audience

Click all that apply.

Youth Employment

The Washington Office has been collecting youth employment data throughout the year, including both payroll hires and partner-supported hires. These numbers are being reported to the Department and to the Office of Management and Budget, since Youth is one of the Department's High Priority Performance Goals.

For purposes of this report, include only those youth who were hired through partner organizations using FY 2010 Youth Incentive Funding. Youth who were on the Federal payroll system - including those hired through the Student Temporary Employment Program, the Student Career Experience Program,

the Federal Career Intern Program, and the Presidential Management Fellows program – should not be included in the chart.

Youth Program Accomplishments Data

Double-click on the chart to enter data.

Narrative Report – Top Four Projects or Programs

Written summaries of the top four projects or programs should be provided in a separate document and placed within the State folder.

Testimonials and Photos

Provide any testimonials and photos in a separate folder within the State folder. Photos of youth under 18 cannot be used on websites or in external publications without a signed parental release form. Please indicate whether this signed form is on file.