

PRIME TIME FAMILY READING TIME®
Community Organizer/Translator Final Report

Please submit this report to your Program Coordinator when completed.

Program Site: _____ Parish: _____

Dates of Program: _____

Name of Community Organizer: _____
(please print)

I. Check the methods used for recruitment in your community. List and give number of promotional pieces (brochures, fliers, posters, registration forms) distributed for each.

___ School principals, teachers (including Head Start and Even Start), and guidance counselors:

___ Community organizations and agencies:

___ Adult literacy, Basic Adult Education, and English as a Second Language classes:

___ Churches:

___ Other:

Total number of families recruited: _____

Total amount of time spent recruiting families: _____

II. Total amount of time spent in assisting the Program Coordinator with the following tasks:

_____ Calling families to set up transportation

_____ Establishing transportation routes for bus and vans

_____ Calling families to remind them to come each week

_____ Obtaining door prizes

_____ Making nametags

_____ Setting up and cleaning rooms

_____ Attending each session to assist with room set up and clean up, registration, book circulation, preparing and serving food, etc.

_____ Other. Please explain.

Signature of Community Organizer

Signature of Program Coordinator