

Impact Statement Checklist

Complete Impact Statement for your Annual Plan. Base program impact statement(s) are optional.

County Directors will complete Impact Statement for their executive/administrative responsibilities.

Complete outcome indicators

- Add evaluation results to the outcome indicators you selected in your Annual Plan.
- Add additional outcome indicators that showcase impacts you would like to share in your Base Impacts.

Complete “Response” section including:

- Briefly describe what has been done to address the issue(s) in your county.
- Summarize the program, project, or response to the issue.
- Description of size and scope of programs.
 - Identify activities/outputs.
 - Identify multi-county efforts.
 - Include any significant partnerships or collaborations.
- Include what you did in your Civil Rights plan to reach underserved audiences.

Complete the “Results” section

- Evidence that educational efforts made a difference with your county clientele.
- Include additional outcomes, if needed. **Do not duplicate data already captured in selected outcomes.**
- Address participation of audiences outlined in your Civil Rights plan.
- Summarize what happened as a result of your programming effort. Examples of additional data that might need to be reported include:
 - Specific audience served
 - Participation
 - Knowledge gained
 - Attitude or skill change
 - Behavior change/Practice change
 - Quality of life improved
 - Economic benefits
 - Environmental conditions

Complete the “Success Story” section

- This benefits your performance appraisal.
- Share a success story that demonstrates a positive programming impact. The success story should focus on the success of one program or impact of our programs on an individual.
- May include:
 - Testimonials and personal success stories – these should be short and concise.
 - Diverse audience participation
 - Volunteer hours and value
 - Sponsorship, donations, and in-kind contributions

Photo (Optional) – Include a photo that tells a story.

Great Impact Statements should:

- Answer the questions... “So what?” and “Who Cares?”
- Use active voice.
- Include numbers that show a change.

*Update by Regional Program Leaders on 10/23