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 programing 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