



# INTERVENTION EVALUATION FORM



Please submit completed evaluation form to – [sheila@5healthytowns.org](mailto:sheila@5healthytowns.org)  
cc – [matt@5healthytowns.org](mailto:matt@5healthytowns.org)

<b>NAME OF THE INTERVENTION</b>	<a href="#">Stockbridge Annual Community Brochure</a>
<b>Current Wellness Plan Year for which this intervention is included</b>	Plan Year 5
<b>5H element to Impact</b> (check all that apply) Move more	<input type="checkbox"/> Eat better <input type="checkbox"/> <input checked="" type="checkbox"/> Connect with others <input type="checkbox"/> Avoid unhealthy substances
<b>Intervention Contact (s)</b>	Jo Mayer
<b>Contact(s) phone and email</b>	517-851-8222, mayerj@panthernet.net
<b>Name of Fiscal Agent (include contact phone and email)</b>	Stockbridge Community Schools
<b>Date Funding Received</b>	11/14/2016
<b>Intervention Start Date</b>	September 2016
<b>Intervention End Date</b>	January, 2017
<b>Total Amount granted from 5HF</b>	\$3900
<b>* If the full amount of the grant was not necessary to provide the approved services, a check from the fiscal agent must be enclosed for any unused funds over \$100 – Please make check payable to 5 Healthy Towns Foundation **Include a Final Expense Report</b>	zero

1. INTERVENTION INFORMATION	DESCRIPTIONS
<p><b><u>Please provide the following information for this intervention:</u></b></p> <ol style="list-style-type: none"> <li><b>Primary goal</b></li> <li><b>Brief description</b></li> <li><b>Target population</b></li> </ol>	<ol style="list-style-type: none"> <li>To create and print 7800 copies of a 24 page document detailing community organizations and events <del>and sending it to</del> <b>be sent out to</b> about 7250 households within the Stockbridge Community School district and also distributed to area realtors, libraries, and out-of-district school employees.</li> <li>The community brochure provided information about local events, volunteer opportunities, non-profit groups, recreational and enrichment programs and contact information for the schools, area groups and</li> </ol>



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	<p>governmental bodies. This brochure not only contained information about school-related programs, but also provided contact information and info about events sponsored by many local groups including the Stockbridge Area Wellness Coalition, Open Air Market of Stockbridge, Stockbridge Wellness Center, SRSLY, the Stockbridge &amp; Munith Lions Clubs, Stockbridge Community Outreach, the Chamber of Commerce, the Historical Society, Town Hall Players, Waterloo Farm Museum, local government contacts, Senior Nutrition Program and others.</p> <p><b>3. Everyone who lives within the Stockbridge Community School District.</b></p>
<p><b><u>If this was a continuing intervention:</u></b></p> <ul style="list-style-type: none"> <li><i>How many years has this intervention been funded by the coalition?</i></li> </ul>	<p><input type="checkbox"/> Plan 1 - Enter amount funded.      <input type="checkbox"/> Plan 2 - Enter amount funded</p> <p><input type="checkbox"/> Plan 3 - Enter amount funded      <input type="checkbox"/> Plan 4 - Enter amount funded</p>
<ul style="list-style-type: none"> <li><i>Has the intervention made any improvements from past year(s)?</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> <li><i>* Please explain.</i></li> </ul> </li> <li><i>If the amount requested for this intervention has changed from the previous plan, *please explain why</i></li> </ul>	<p><a href="#">Click here to enter response</a></p> <p><a href="#">Click here to enter response</a></p>
<p><b>2. KEY EVALUATION DATA</b></p>	<p><b>DESCRIPTIONS</b></p>



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**Please record and include the key evaluation data collected for this intervention.**

• **Units of engagement**

1. Number of participants (P)
2. Time each participant worked on or spent at event (T - in hours)
3. Number of classes/events held (N)

*\*P x T x N = units of engagement*

• **Other measures may include but are not limited to:**

1. miles of trail maintained, number of people that use the trail per day/weekend (*for infrastructure interventions*)
2. number of books/maps distributed
3. Number of surveys collected

**Units**

1. 15179 households
  2. .25
  3. 1
- 3794.75 units of engagement**

**Other measures**

[Click here to enter other measures](#)

**\*Please Include the key evaluation data collected for this intervention:**

- Survey templates & combined results
- Program evaluations and reports from coordinators, volunteers, instructors, teachers, facilitators, etc.
- Testimonials

**As reported by our local librarian:”** On Fri, Sep 30, 2016 at 10:49 AM, Crandall,Paul <[crandallp@cadl.org](mailto:crandallp@cadl.org)> wrote:

Hi Jo,

Just wanted to mention that we got 17 people here for our library story hour this week – the most in recent memory. A couple of moms came with kids because we mentioned it to them earlier in the week at the circulation desk, but there were a number of families who came who we’ve never seen before and we think your brochure had a lot to do with letting them know about it. Always great to see new faces! Just wanted to let you know – thanks!

Paul”

Also, numbers were noticeably up in the Great Starts Play Group, which the leader also contributed to the wider distribution of the information.



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	Stockbridge Community Education received many thanks and more on-time registrations for our recreation and enrichment programs as well.
3. GOALS & ACCOMPLISHMENTS	DESCRIPTIONS
<p><b>For each goal provide the following information:</b></p> <ol style="list-style-type: none"> <li><i>Did the intervention meet the specific goals listed on the intervention table?</i></li> <li><i>State what you tried to accomplish</i></li> <li><i>How did you measure progress toward the goal?</i></li> <li><i>Was the goal attainable?</i></li> <li><i>Describe how the goal was relevant to the coalition and community wellness related needs.</i></li> </ol>	
<p>1. <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No <span style="float: right;"><u>GOAL 1</u></span></p> <p>2. To provide to all residents within the Stockbridge school district information about local events, volunteer opportunities, non-profit groups, recreational and enrichment programs and contact information for the schools, area groups and governmental bodies.</p> <p>3. By counting the number of brochures distributed and anecdotally about increased participation at events. We were able to double the number of people reached by soliciting other funding and producing both a fall and winter brochure and mailing them out.</p> <p>4. <input checked="" type="checkbox"/>Yes <input type="checkbox"/>No Please explain</p> <p>5. By providing information about ways that people could connect with others, join recreational activities, learn about the Open Air Market, the brochure helped people in our area work toward the four themes focused on by 5HF.</p>	<p>1. <input type="checkbox"/>Yes <input type="checkbox"/>No <span style="float: right;"><u>GOAL 3</u></span></p> <p>2. <a href="#">Click here to respond to question</a></p> <p>3. <a href="#">Click here to respond to question</a></p> <p>4. <input type="checkbox"/>Yes <input type="checkbox"/>No Please explain</p> <p>5. <a href="#">Click here to respond to question</a></p>



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<p>1. <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><u>GOAL 2</u></span></p> <p>2. <a href="#">Click here to enter text.</a></p> <p>3. <a href="#">Click here to enter text.</a></p> <p>4. <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain</p> <p>5. <a href="#">Click here to respond to question</a></p>	<p>1. <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><u>GOAL 4</u></span></p> <p>2. <a href="#">Click here to enter text.</a></p> <p>3. <a href="#">Click here to enter text.</a></p> <p>4. <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain</p> <p>5. <a href="#">Click here to enter text.</a></p>
<p><b>Overall were there any major accomplishments?</b> <i>*Note – accomplishment is the successful achievement of tasks and goals</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>We were able to offer two brochures due to extra funding received and thus help keep people engaged and informed for both the fall 2016 and winter 2017.</p>
<p><b>4. SETBACKS</b></p>	<p><b>DESCRIPTIONS</b></p>
<p><u>Were there any setbacks encountered during implementation of this intervention?</u></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>1. Describe setbacks 2. How were they addressed? 3. How will you improve or avoid these issues in the future?</p>	<p>1. The fall 2016 brochure was not mailed to the PO boxes of Stockbridge village residents, thus reducing the effectiveness and reach of that brochure. The winter 2017 brochure did get mailed to all PO boxes and households. 2. Disappointment expressed to printers, remedied for next mailing. 3. Confirm with printer the mailing routes before printing.</p>
<p><b>5. COLLABORATIONS</b></p>	<p><b>DESCRIPTIONS</b></p>
<p><u>Did your intervention involve collaboration with any other organizations?</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1. Please comment on the value of the collaboration. 2. Will the collaboration continue if the intervention continues? 3. Are there additional collaborators you could work with in the future?</p>	<p>1. We needed information about many organizations and their events in order to include it in the brochure. Very helpful and a good way to share ideas and programming. 2. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <a href="#">Click here to comment</a></p>



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	<p>3. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If the brochure was indeed an annual project, the government offices, and area organizations could plan for inclusion and as we learned about new groups or opportunities, we could solicit information for inclusion throughout the year.</p>
<p>6. SUSTAINABILITY</p>	<p>DESCRIPTIONS</p>
<p>Does your intervention have a sustainability plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What steps are being taken to ensure sustainability of the intervention beyond 5HF funding?</p>	<p>There are a lot of changes happening in the Community Education office and we don't yet know whether we would be able to spearhead putting together another brochure. The newly created Stockbridge Community News, with it's online platform and occasional print versions, may be able to fill in some of the information gaps the brochure was trying to fill.</p>
<p>7. FISCAL AGENT</p>	<p>DESCRIPTIONS</p>
<p>Provide the following: Feedback from the fiscal agent organization. (If different from your organization)</p>	<p><a href="#">Click here to enter feedback</a></p>
<p>8. MEDIA AND MARKETING</p>	<p>DESCRIPTIONS</p>
<p>Provide media documentation:</p> <ul style="list-style-type: none"> <li>Acknowledgement of your grant from 5HF in any of your organizations publications such as printed programs, news releases, banners, flyers, annual reports, t-shirts, hats, signs, banners, social media, etc.</li> <li>Links to news articles or websites that covered the intervention</li> </ul>	<p><a href="http://panthernet.net/wp-content/uploads/2015/09/Revised-Final-2017-Winter-Brochure.pdf">http://panthernet.net/wp-content/uploads/2015/09/Revised-Final-2017-Winter-Brochure.pdf</a></p> <p><input checked="" type="checkbox"/> Samples have been sent to the Foundation</p>
<p><b>* PLEASE INCLUDE A FINAL EXPENSE REPORT (NOT BUDGET) THAT ITEMIZES HOW THE GRANT FUNDS WERE USED.</b></p>	



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## Account Activity

Page 1 of 1

Printed: 2/6/2017 12:18 PM  
STOCKBRIDGE COMMUNITY SCHOOLS  
Date Range: 7/1/2016 to 6/30/2017

Account									
Description	STOCKBRIDGE AREA WELLNESS GOAL		Account Balance	[\$5,408.78]					
Account Number	81-2-431-5-200								
ASN Number	724018013								
Acct's Payable									
Description	Batch #	Expensed	Amount	Check#	Check#	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
REIMBURSE FOR GRAND OPENING	708	08/25/2015	78.79	32616		08/25/2016 MAYER, JO			8/25/16
MAILING OF FALL 2016 COMMUNITY	708	09/01/2016	1,193.00	32638		09/15/2016 U. S. POSTMASTER			9/15/16
PRINTING & SET-UP COSTS FOR	710	10/06/2016	3,189.80	32670		10/06/2016 GRAND BLANG PRINTING, INC	56732		9/21/16
POSTAGE FOR WINTER BROCHURES	701	01/12/2017	1,203.68	32817		01/12/2017 U.S. POSTMASTER			1/12/17
1ST PAYMENT FOR DEVELOPMENT OF	701	01/12/2017	1,500.00	32814		01/12/2017 RAUHE, WARREN			1/12/17
PRINTING COST FOR BROCHURE	701	01/26/2017	1,089.20	32835		01/26/2017 GRAND BLANG PRINTING INC	57175		1/17/17
Total Acct's Payable			\$8,773.05						
Cash Receipt									
Description	Batch #	Received	Amount	Receipt#	Receipt#	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
STOCKBRIDGE AREA WELLNESS	710	10/13/2016	(1,000.00)	2810		Cash			
REAssign of money from triality health to	710	10/21/2016	(500.00)	3110		Cash			
BROCHURES	731	11/14/2016	(3,900.00)	1811		Cash			
ATHLETIC FIELDS VISIONING	712	12/09/2016	(4,000.00)	1012		Cash			
Total Cash Receipt			(\$9,400.00)						
Journal Source:AB									
Description	Batch #	Posted	Amount	Transactions	Vendor Name	PO#/Misc Ref	Invoice#	Invoice	
Balance Forward	0	07/01/2016	(2,779.83)	0		AUTO			
Total Journal Source:AB			(\$2,779.83)						
Account Balance			[\$5,408.78]						

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Total cost for printing + mailing 2 brochures: \$519.20